|  |  |
| --- | --- |
| Address of property  (includes postcode) |  |
| Full name & address of the owner of the property  (include postcode) |  |
| Contact phone number/email |  |
| Full name of person(s) visiting |  |
| Nationality & Passport number of person(s) visiting |  |
| Date of birth of person(s) visiting |  |
| Reason for visit |  |
| Expected length of visit |  |
| Will the person(s) reside at the property as their only or main residence |  |
| Relationship of visitor to the owner of the property |  |
| Is the property a house/bungalow/flat/other |  |
| How many floors does the property have include both basement & attic space |  |
| What bathroom facilities are available within the property |  |
| Provide details on the kitchen size, food preparation & cooking  Facilities |  |
| List the number of other rooms and their use |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Details of persons currently living at the property | | | |
| Name | Date of Birth | Sex | Relationship |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**I enclose the following information to support the inspection**

* Copy of recent fuel utility bill for the property giving name and address of the bill payer
* Copy of gas safety certificate
* Copy of tenancy agreement (if rented)

**Payment**

The fee must be paid online.

A property inspection will not be made until the fee and all supporting documents have been received.

**Privacy Statement**

**Misrepresentation & Data Protection Act 2018**

An application for a property inspection to support a visa application to the UK Border Agency is a serious matter and should be regarded as such.

***It is a criminal offence to knowingly supply information which is false or misleading for the purpose of obtaining a property assessment. Evidence to support any statements, or information made in the application may be required at a later date. If the Council subsequently discovers something which is relevant and which you should have disclosed, or which is incorrect, or imprecisely stated or described, the Council may refer the matter to the UK Border Agency.***

**UK GDPR and Data Protection Act 2018**

The personal data you provide in this form will be used:-

1. To record your request for our services
2. To contact you via post, email or telephone
3. To identify the persons living at the property
4. To obtain information needed to assess the property under the Housing Act 2004
5. To identify the person/s entering the UK to live at the property

The Council will collect and process this information. You must complete this form in order to apply for a property inspection.

The personal information you provide will be shared for the purpose of verification with other agencies such as the UK Border Agency, Police and other public bodies.

The Council can be required to disclose your personal information to government agencies and for research purposes. Your name, address, date of birth and other details provided will be held for a period of six years.

You have the right to access your personal information and complain if you think your information has been used incorrectly or unfairly; you may also have other rights that apply. For further details on your rights and the contact details for the Data Protection Officer, please see the [Council’s Data Protection Webpage.](https://www.warwickdc.gov.uk/info/20762/privacy_and_data_protection)

**Declaration**

**I have read and understood the notes relating to Misrepresentation and Data Protection. For the purpose of my request for an immigration inspection, the above information is accurate and true to the best of my knowledge.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form and supporting documents via post to Private Sector Housing, Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT or via email to privatesectorhousing@warwickdc.gov.uk.