



## Adding people as occupants

You can check the information we have about your household by visiting [My Tenancy](#).

If you don't yet have a personal log-in for this just click on the link and register. You can also request a password reminder on this page if you have forgotten it.

- To let us know about changes to your household members you will need to let us know in writing or by email.
- If you are letting us know about the birth of a child who you would like to add to the occupancy details of your household, we will need to see the **original** birth certificate which will be returned to you.
- If you are letting us know that there is a name change, for example, by marriage, civil partnership, deed poll, etc., we will need to see the **original** certificate so we can make a copy.

Adding persons onto the household does not mean that they will have a right to any part of the tenancy and the original Tenancy Agreement can not be altered.

To make an appointment to bring in your documents for copying and to see your Community Housing Adviser please call 020 3166 2608.

**Thank you**

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