

## DECLARATION OF HOUSEHOLD INCOME

### PROPERTY NAME:

I/we, \_\_\_\_\_, declare that my/our total household income on an annual basis is in the amount of £ \_\_\_\_\_ per annum.

I/we do not have any other income.

Household income is defined as the two highest incomes earned by those adults residing at the Forestry England property. This should include any grant scheme payments made to the household, whether taxable or not and irrespective of whom the claimant is.

Please provide evidence of the household income using all the following documents:

1. HMRC tax return for the latest available tax year
2. Salary slips for the past 3 months

Please note we reserve the right to request further information if necessary to provide clarity or as required by our auditors this may include (but not limited to) and where applicable – universal credit, investment income, grant funding such as BPS and full bank statements including savings.

I/we will notify Forestry England of any changes to my/our household income that should affect the rental payments in line with the Policy Statement 7, Higher Earning Threshold, of the 'Report of the Housing Review Group – New Forest Housing and Enclosed Grazing Land managed by Forestry England' February 2020.

<b>Tenant 1 Signature:</b>	
<b>Date:</b>	

<b>Tenant 2 Signature:</b>	
<b>Date:</b>	

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<b>Witness:</b>	
<b>Date:</b>	

The information you provide to us with will only be used for the calculation of rent to ensure Forestry England is maximising the public benefit in support commoning. This information will be accessed by a select number of individuals at Forestry England and once we have used the information to calculate an appropriate rent, the information will be destroyed. The privacy notice included in the "Application to rent an 'Ideal Commoning Base' property" applies to the information in this form.

We will process your personal information in accordance with the requirements of current data protection legislation.

All information, except for financial, described above will be held by Forestry England for the period of your tenancy and 15 years thereafter. Any financial information will be cross referenced and destroyed after use.

You have the right to request that your tenancy application records are deleted at any time by notifying Forestry England. The Forestry Commission's personal information charter [can be found here](#).

Forestry England, through the Forestry Commission, is registered as a data controller under the Data Protection Act 2018 (Registration No: Z6542658). The Forestry Commission's Data Protection Officer can be contacted at [informationrights@forestrycommission.gov.uk](mailto:informationrights@forestrycommission.gov.uk).

You have a right to lodge a complaint with the supervisory authority the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).