

Freedom of Information Request Form
Environmental Information Request Form

This form can be used by any individual who wishes to request information held by **Manor Estates Housing Association**.

The use of this form is **not** mandatory, but it will help us in the collection of the relevant information to progress your request. You can make your request via e-mail. Please provide your name, contact address or e-mail and a description of the information you are requesting and how you would like this provided to you.

Providing your telephone number will allow us to contact you if we require any clarification (optional)

Surname	
Forename	
Salutation (Mr/Mrs/Ms etc.)	
House Name or Number	
Street Name	
Town	
Post Code	
Email address	
Contact Telephone Number	

Please enter as much detail about the information you are requesting:
--

How would you like the information to be provided to you?

Email	
Posted	
Collection from our Office*	

* If you wish to attend our office to view / collect the requested information, you should contact us to make an appointment that is mutually convenient. Our number is: **0800 093 8823 or 0131 337 3222**