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**FREEDOM OF INFORMATION/ENVIRONMENTAL INFORMATION**

**REQUEST FORM**

**Freedom of Information Request Form**

**Environmental Information Request Form**

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

The use of this form is **not** mandatory, but it will help usin the collection of the relevant information to progress your request. You could 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** |  |
| **Area Name** |  |
| **Town / City** |  |
| **County** / Region / State |  |
| **Country** |  |
| **Post Code** / Zip Code etc. |  |
| **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: 0141 771 7722.