Application for RTO Registration

The under noted tenants and/or residents association requests to register with East Ayrshire Council as a Registered Tenants Organisation (RTO).

The criteria for registration laid down by the Scottish Government have been fully explained to our association. We understand that applicants will retain the right to view the published information in advance of the publication of the register and will be given the opportunity to comment on the accuracy of the information contained in the register.

If you require assistance to complete this form, any other information or assistance, support or training to meet registration criteria please contact the Customer Liaison Team on 01563 524073

PLEASE WRITE IN BLOCK CAPITALS.

Name of Group	

Main Contact: please tick one

Secretary	Chairman
Vice-Chair	Treasurer

Please note: **The Register** is a Public Document and your contact details will be made available unless you prefer to be contacted via the Customer Liaison Team.

Please tick if you **want to be contacted through the Customer Liaison Team** ❑

We understand that applicants will retain the right to view the published information in advance of the publication of the register and will be given the opportunity to comment on the accuracy of the information contained in the register.

Please indicate which method(s) you use to promote your group, its activities and engage with the tenants & residents of your area:

Newsletters	❑	Radio	❑	Open Meetings	❑
Flyers / Posters	❑	Local Press	❑	AGM	❑
Minutes	❑	Gala's / Fun day	❑	Surgeries	❑
Postal Mailings	❑	Promotional Brochure	❑	Other groups	❑
EATRF	❑	Other (please state)	❑		

.....

Social Media (please select)

Facebook	❑	Twitter	❑	Other (please state)	❑
Websites	❑	S1	❑	.....	

DATA PROTECTION ACT 1998

Please read the following statement and sign the declaration below:
The information that you have provided in this form, and the information which you give in future to East Ayrshire Council staff in relation to this matter will be maintained by the Housing Department in the Register of Registered Tenant Organisations in East Ayrshire. The Council may use the information in order to establish communication links between the named contacts held in the Register

The information that you provide to Council staff will be held in terms of the Data Protection Act 1998. As a result, the information will be treated as confidential and will only be maintained for the purposes mentioned above. You will also be entitled to access personal information held about you by the Council.

Declaration:

I confirm that the information, which I have provided in this form, is correct and authorise East Ayrshire Council to use the information and share with The East Ayrshire Tenants & Residents Federation which I have provided for the above purposes.

Signed _____ Date _____

Signed on Behalf of the Organisation ……..

Position ……..

Date …….

Please return to:
Caroline Harte
Customer Liaison Team
c/o The East AyrshireTenants & Residents Federation
19 Portland Road
Kilmarnock
KA1 2BT

Enclosed Information
Please note that a copy of your constitution and group contact details has been enclosed. We need to ensure that we hold the latest, accurate and most current information therefore we would ask you to sign the Constitution and check the attached contact details and amend accordingly and return with this application form

- Your groups latest **SIGNED** Constitution
- Contact details of **ALL COMMITTEE** members (including office bearers)