**Tenants and Residents Association re-registration form**

In order to re-register your Tenants and Residents Association (TRA) with the Council following your Annual General Meeting (AGM), please complete this form and return it to your Senior Tenant Participation Officer or email [tp@camden.gov.uk](mailto:tp@camden.gov.uk)

Please include copies of the associated documents required to complete your re-registration;

1. Independent Observor (IO) form
2. Annual accounts
3. Annual General Meeting (AGM) members attendance form
4. AGM minutes

Tick here if you made any amendments to the constitution at your AGM

(Attach a copy of the constitution with registration documents if amended)

When we receive your completed form and associated documents, we will re-register your TRA and update your details on our register. We will write to you and confirm that we have updated your registration. If we need any further information to complete your registration we will contact you for clarification and offer you support.

**Re-registration details:**

Name of your TRA

## Date of your AGM

Correspondence from the Council will normally be sent to the secretary unless you nominate another committee member as your contact.

Name of contact

(If not the secretary)

Address

Email address

Contact number

**Committee membership following the AGM**

Data Protection Act 1998:

The information on this form will only be used by the London Borough of Camden for registration and to support the work of your association. The Council may, from time to time, send you further information which it believes will be of benefit to your association.

**Note:** Please note, your committee should broadly reflect the balance of tenants and leaseholders on your estate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Committee member** | **Tick if TRA hall key**  **holder** | **Name** | **Address** | **Contact details** | **Tenant / leaseholder or other?** |
| Chair |  |  |  | phone: |  |
| email: |
| Vice Chair (optional) |  |  |  | phone: |  |
| email: |
| Secretary |  |  |  | phone: |  |
| email: |
| Treasurer |  |  |  | phone: |  |
| email: |
| 1st DMC representative |  |  |  | phone: |  |
| email: |
| 2nd DMC representative  (if more than 300 properties) |  |  |  | phone: |  |
| email: |
| 1st DMC substitute |  |  |  | phone: |  |
| email: |
| 2nd DMC substitute (if more than 300 properties) |  |  |  | phone: |  |
| email: |
| Committee member |  |  |  | phone: |  |
| email: |
| Committee member |  |  |  | phone: |  |
| email: |
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