



## **SERVICE REQUEST FORM**

Please use this form to provide information to help us speed your request for service from the Residential Services Team.

Your Name:	
Address:	
Telephone Number:	
Mobile Number:	
E-Mail Address:	

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**What is the subject of your of your request/complaint? (please tick)**

My own home ☐      Someone else's home ☐      An empty property ☐

**Please give a brief description of the nature of your request for service/complaint:**


**What is the address of the subject property?**


**The name and address of the landlord/property owner?**


**Please fill in and return this form to:**

**Residential Services**  
Swindon Borough Council  
Premier House  
Station Road  
Swindon  
SN1 1TZ

Email: [residentialservices@swindon.gov.uk](mailto:residentialservices@swindon.gov.uk)

**Data Protection:** All information on this form will be treated in strictest confidence and be used to process your application/enquiry. Information on this form will be held on computer. Details of any grant subsequently awarded as a result of your application will by necessity be declared to Government Departments as part of this Councils Statutory Housing Returns. Such information will be anonymous.