COMMUNITY AND HOUSING DEPARTMENT
Jeremy Smalley– Executive Director

4A Merton High Street
SW19 1DN

Housing Needs Section
London Borough of Merton
Merton Civic Centre
Morden
SM4 5DX

Direct Line: **020 8545 3636**
Email:

housingadvice
@ merton.gov.uk
Fax: **020 8545 3228**

My Ref: 50945

matt2082@hotmail.com

Please Ask For:
Your Ref:
Date: 1st May 2025

Dear Matthew Wales,

Re: Appointment with the Housing Options Team

An appointment has been made for you to see a Housing Adviser to conduct an interview on Friday 2nd May 1.30pm regarding your current housing situation.

You should arrive to your appointment on time and report to Merton Link at the Civic Centre. You should hand this letter to the receptionist on your arrival. If you do not arrive on time, we may have to cancel your appointment, and the next one may not be available for several days.

Just a reminder before you attend your appointment, please upload all relevant documents to support your application examples of the documents required are shown below. Please make sure that all relevant sections including the medical information are completed with any support documents.

If you cannot make this appointment, please telephone 0208 545 3636 as soon as possible so that we can make a new one for you.

Yours faithfully

Options Adviser

You should bring the following documents with you to your appointment: -

☐	Tenancy Agreement	☐	Rent Book	☐	Child Benefit Book
☐	Passports	☐	National Insurance No	☐	Confirmation of Pregnancy
☐	Income Support Book	☐	Immigration Papers	☐	Notice to Quit
☐	Court Summons	☐	Possession Order	☐	Mortgage Details
☐	Bailiffs Warrant	☐	Marriage Licence	☐	Birth Certificate
☐	Divorce Papers	☐	Medical Card	☐	Custody Papers
☐	Other				