**Tenant and Leasehold Engagement Team - IT Loan Request Form**

As part of our commitment to supporting local residents’ groups and encouraging involvement from our residents, Camden will provide residents’ groups with long-term loans of IT equipment. This is to help them communicate and manage the group’s business.

Please use this form if you would like to make a request.

1. ***Basic Information***

Please use the table below to give us some basic contact information about you and the group you represent:

|  |  |
| --- | --- |
| **Your Name** |   |
| **Name of Residents’ Group** |   |
| **Your position within the group** |  |
| **Contact Address** |   |
| **Contact Telephone Number** |   |
| **Contact Email (if available)** |   |

***2. Use of Equipment***

Please use the box below to tell us how the equipment will be used by your residents’ group. Be sure to include information on how your TRA will benefit from the use of the equipment.

***3. Declaration & Signatures***

|  |
| --- |
| Please read the following terms and conditions and then sign at the bottom to signify your acceptance of them:* The IT loan will be to a formal residents’ group (e.g. a TRA), recognised by Camden Council
* It is agreed that the equipment will be made available (by prior arrangement) for use by all committee officers or active TRA / Group members
* The equipment will not be solely for any one member of the group
* The residents’ group has not previously received an IT grant/Loan, or this previous loan was over 4 years ago
* This form has provided a satisfactory explanation of the uses to which the equipment will be put to.
* The Group agrees that:
* it will retain the equipment in good condition and use only Camden approved agents for any repair or technical issues that may arise
* the equipment remains the property of Camden Council, in the event of the group dissolving or failing to reregister it is the responsibility of the group to contact Camden Council’s tenant participation team to arrange for the equipment to be collected.

Any breaches of the conditions outlined above may result in Camden requiring the return of all loaned equipment |
| **Please note that this form must be signed by at least 2 committee members of your group** |
| **Print name** | **Signed** | **Date** |
| **Position in group** |
| **Print name** | **Signed** | **Date** |
| **Position in group** |

***4. Equipment Options***

Please choose what equipment you need from the table below:

**The IT loan package includes:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Equipment** | **Options** | **Description of equipment** | **Please tick your choice here** | **Office use Only - Please insert LBC IDN** |
| **Laptop** | Option 2 | Laptop with a 15.4" screen |   |   |
|
| **Printer** | Option 1 | Jet colour printer |   |   |
|

If you have any problems, or require more information about the equipment we provide please contact the TLE team on 020 7974 6310 or email TP@camden.gov.uk

# ***5. Help Getting Started***

The BBC have produced a helpful ‘How To’ guide for computer users. If you are interested use the link below to open the guide**:**

<http://www.bbc.co.uk/webwise>

The Tenant and leaseholder engagement team can book TRA members on IT training courses if requested. Call the team on the numbers above to talk about training options.