

## Resident's intake form

*(Please include all known information – however small and however obtained)*



If a Resident dies without any funeral plans or next of kin to undertake the arrangements,  
please call Environmental Health at the Council as soon as possible on 0333 016 2000.

NB. The Council will not pay invoices from funeral directors who are not their current contracted Funeral Director.

<b>About the Resident</b>			
<b>1</b>	<b>Name of Resident:</b>	<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/> <i>(Please tick)</i>	
<b>2</b>	<b>Does the Resident have another address?</b> <i>(Is this owned or rented, and where are the keys?)</i>		
<b>3</b>	<b>Date of Birth:</b>	<b>4</b>	<b>Location of Birth:</b>
<b>5</b>	<b>Has the resident ever been married?</b> <i>(Include if currently married/ widowed/ divorced etc and name of Spouse).</i>		
<b>6</b>	<b>Is the resident religious?</b> <i>(If so, what religion?)</i>		
<b>About the Resident's next of Kin</b>			
<b>7</b>	<b>Who is the Residents Next of Kin?</b> <i>(Include relationship to Resident, name, address and telephone number)</i>		
<b>8</b>	<b>Does the Resident have any children?</b> <i>(If so, include full details)</i>		
<b>9</b>	<b>Does the Resident have any surviving other family members including ex-partners, adopted children (whether adopted in or out or step-children) , not listed above?</b> <i>(If so, include full details)</i>		
<b>Funeral Wishes</b>			
<b>10</b>	<b>Does the Resident have a will?</b> <i>(If so, where is it held and who is named as executor?)</i>		
<b>11</b>	<b>Does the Resident have a prepaid funeral plan?</b> <i>(If so, which funeral director is it held with?)</i>		
<b>12</b>	<b>Does the Resident wish to be buried or cremated?</b>		
<b>13</b>	<b>Has the Resident reserved a burial plot?</b> <i>(If so, where is the plot reservation information kept and have any payments been made in respect of it?)</i>		