



DE-REGISTRATION OF ADDRESS FORM

(This form is to be filled and submitted by a landlord who has rented out his property, which address would be the registered address on a document issued by Identità, or alternatively, by a property owner who is confirming that his property has not been rented out to a certain individual).

The individual indicated in Section 3,

- Was a lessee and previously resided in the property
- Was residing in the property without payment
- Never resided in the property

01 PROPERTY DETAILS

Address	

02 DETAILS OF THE OWNER OF THE PROPERTY (OR PERSON MANAGING THE PROPERTY)

Name			
Surname			
ID Card No./ Residence Doc. No.		Tel. No.	
Address			
Email			

03 DETAILS OF THE INDIVIDUAL (PERSON WHO RENTED THE PROPERTY FROM THE OWNER OR WHO IS BEING REPORTED AS USING THE PROPERTY ADDRESS)

(In cases of owners who never rented out their property, please fill in details available)

Name					
Surname					
Nationality	<input type="checkbox"/> Maltese	<input type="checkbox"/> EU National	<input type="checkbox"/> EEA National	<input type="checkbox"/> Swiss National	<input type="checkbox"/> Non-EU National
ID Card No. / Residence Document No./Passport No					
Tel. No.					
New Address <small>(if applicable)</small>					
Email					

04 RENTAL DETAILS

(Applicable where property was being rented)

Indicate the duration of the letting of the property named in point 1.

From

D	D	M	M	Y	Y	Y	Y
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 To

D	D	M	M	Y	Y	Y	Y
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Indicate whether the person named above is a joint lessee. YES NO

If yes, please indicate the number of residents

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If yes, do the other joint lessees still reside in the property? YES NO

If no, you are requested to fill and submit this form for each lessee who is no longer residing in the property.

05 DOCUMENTS REQUIRED

Upon submission of this form, you are required to submit also the following documents:

- Proof that the rental agreement has been terminated with the Housing Authority.**
For contracts entered into prior to 2020, and in instances where the individual mentioned in Section 3 was residing in the property without payment, proof of ownership of the property is required instead of the termination with the Housing Authority;
- Police report (in instances where the person never resided in your property);**
- Proof of power of attorney submitted by the person managing the property (if applicable).**

06 DECLARATION

Tick which applicable

- I, the landlord of the above-mentioned property, hereby declare¹ that the person whose details appear above, had rented or resided in the above-mentioned property which is owned/managed (delete as applicable) by the undersigned. I hereby declare further that the said person is not residing thereat and is no longer paying any rent/ has never paid any rent (delete as applicable) in accordance with the relative rental agreement.**

OR

- I, the owner of the above mentioned property, hereby declare¹ that the person whose details appear above, has never rented, nor been granted any form of authorisation to reside in, the above mentioned property which is owned/ managed (delete as applicable) by the undersigned. I hereby declare further that the said person is not residing thereat and has never paid any rent.**

In the case that the individual mentioned in Section 3 is a Maltese national, you are to call personally at Identity Cards Unit, Gattard House, Blata l-Bajda, in order to submit this document and all required documentation. In the case that the individual mentioned in Section 3 is not a Maltese national, you are requested to submit the documents at Identità offices in Valley Road, Imsida. Prior to submitting the original documents at Imsida, you may opt to send an email to landlords.identita@gov.mt with the required documents.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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¹ You are being reminded that if any declaration or statement or information provided is false or incorrect, you will be liable to criminal responsibility in accordance with Articles 188 and 189 of the Criminal Code (Chapter 9 of the Laws of Malta) and Article 32 of the Immigration Act (Chapter 217 of the Laws of Malta) as well as any other law or regulation which may be in force at the time of the unlawful declaration.

PRIVACY POLICY

By submitting the Landlord Declaration Form and the attachment(s) required (altogether the "Form"), you provide Identità with personal data (the "Data") and thus become a "data subject".

The aim of this policy is to comply with our transparency and fairness obligations under GDPR and to inform you about who will be processing your Data, for what purpose, for how long it will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

You may submit personal data of individuals other than yourself with this Form (i.e. recommenders, witnesses, etc.). Identità has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. Identità will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

01 Data Controller and Data Protection Officer

Identità is the data controller, meaning the entity that defines the purposes and means for collecting and processing your Data in relation to this Form.

Identità is an Agency of the Government of Malta, delivering services related to Identity Cards, Passports, Visas, Expatriates and Public Registry.

Identità's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by Identità. The Data Protection Officer may be contacted using the details below.

Postal Address:

Data Protection Officer

Identità

Valley Road, Msida, MSD 9020, Malta

E-mail: dataprotection.identita@gov.mt

02 Purposes and legal basis

The purpose of processing personal data collected within this form is for the landlord to confirm that a third country national previously registered on the landlord's address, has been deregistered and is no longer residing at the aforementioned address.

The legal basis for processing the Data are the performance of a task carried out in the public interest by Identità and in compliance with the legal obligation deriving from SL 460.17, to which Identità is subject. We take pride in keeping your data secure and will take appropriate technical and organisational measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. Your personal data will be stored in paper files and/or electronically on our technology systems.

03 Recipients of personal data

Data will be accessed by Identità employees in charge of processing the Form.

It may also be transferred to other departments within Identità in order to facilitate the delivery of the service requested by submitting this Form.

This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers.

Under certain conditions, Identità may disclose your information to other third parties, (such as other Government entities or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

Data will not be transferred to third countries or international organizations.

04 Storage period

Data will be retained for 10 years from the moment that the file is considered as dormant.

05 Your rights

You can contact the Data Protection Officer in order to exercise your right to access, rectify and, as the case may be, erase the Data, in compliance with applicable laws.

You also have the right to object to the processing of Data at any time, on grounds relating to your particular situation. If you feel that Identità has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

In the event of complaints, any data or documentation provided by the complainant to Identità will be treated with the utmost confidentiality and will not be shared with any third party. Data may only be shared with other government authorities for verification and investigation purposes, if required and authorised by law. The complainant will receive an update on the matter without the disclosure of any personal data given that disclosure of personal data is prohibited under the General Data Protection Regulations. This information may be forwarded to the Police or any other relevant authority as necessary, for any action as may be required.

IDENTITÀ

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W www.identita.gov.mt

E enquiries.identita@gov.mt

EXPATRIATES UNIT

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