

APPLICATION FOR CHANGE OF TENANCY

Please ensure that you provide the following documents with your application form:

- Proof of identity e.g. birth certificate or passport
- Copy of Marriage Certificate or Civil Partnership Certificate (if applicable)
- Proof of length of residence e.g. bank statement or utility bill dated at least 12 months prior to a request for a joint tenancy (if applicable)

Failure to provide the necessary proofs may delay your application.

ADDRESS	
PROPERTY TYPE	

PRESENT TENANT(S)	DATE OF BIRTH

NAME OF PROPOSED TENANT(S)	DATE OF BIRTH	RELATIONSHIP TO TENANT	LENGTH OF RESIDENCE

NAME OF ALL OCCUPANTS	DATE OF BIRTH	RELATIONSHIP

ADDRESS OF PREVIOUS TENANCIES	FROM	TO

ARE PROPOSED TENANT(S) ON HOUSING WAITING LIST? YES/NO APPL. NO.....

REASON FOR APPLICATION:

.....

SIGNATURE(S) OF APPLICANT(S):

..... DATE:

HOUSING OFFICER CHECKLIST

TENANCY TYPE		
PREVIOUS SUCCESSION OR ASSIGNMENT	YES	NO

RENT ACCOUNT BALANCE		
DETAILS & DATE OF AGREEMENT		
AGREEMENT UP TO DATE	YES	NO
SUSPENDED OR POSTPONED ORDER	YES	NO

DOCUMENTARY EVIDENCE <small>(Copies to be attached to this application)</small>	DATE	TYPE OF EVIDENCE	HOUSING OFFICER INITIALS

	DATE	HOUSING OFFICER INITIALS
DECISION		
APPROVED BY HSTL ILTL OR HSM		
TENANT NOTIFIED		
NEW TENANCY AGREEMENT SIGNED		
KNOW YOU FORM COMPLETED		

QL UPDATED		
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