Request for Joint Tenancy Sole Joint Tenancy Check

Current Tenants Full Name

Address

Rent Account Number Balance Clear? £ Yes / No

Full Name of Applicant for Joint Tenancy …….

Date of Birth ……/……/…….

Has applicant been known by any other name? …….

Relationship to Tenant …….

Has applicant previously held a Council / Housing Association Tenancy? Yes / No

If Yes, what happened to the tenancy? ……

Are there any former tenancy arrears? Yes / No

Has the applicant previously owned or jointly owned their own home? Yes /No
(If yes, we will need to confirmation they no longer own the property)

Has there been a previous Succession/Assignment on existing tenancy, including at any previous address? Yes / No

Is applicant or partner subject to immigration control? Yes / No

Is there any other information regarding residence that should be declared? Yes / No

If Yes, please give details ……

Applicants length of time at existing address: ……..……Years……..……..Months

Copy of Marriage Certificate provided Yes / No

Proof of residence is provided for no less than 12 months? Yes / No
(Check with CTAX/HB/Elections)
(If married to tenant the above is not necessary providing a marriage cert is provided)

I can confirm the above information given is true and correct

Tenants Signature ……. Date ……

Applicants Signature ……. Date …….

CHO Signature ……... Date …….

Request for Joint Tenancy approved / refused

Housing Manager Signature …… Date ……..

Please complete all questions and make sure the form is signed – Thank you