APPLICATION FOR JOINT TO SOLE / SOLE TO JOINT TENANCY

**Please state type of application;**

Joint to Sole

 Sole to Joint Tenancy

**ABOUT YOU AND YOUR HOUSEHOLD;**

|  |
| --- |
| **Current Tenant Name(s):**    |
| **Present Address:**  |
|    |
| **Postcode:**  |
| **Telephone Numbers:****Home:**  **Mobile:** **Work:**  |

**Email address**: ......................................................................

Internet access; Home Work Other

**Current household composition:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **First Name**  | **­­­­­­­­­­­­­­­­­­­­­­­­­­ Surname** |  **Date of birth**  | **Relationship** | **NI Number** |
|  |  |  | **APPLICANT** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Are any of those listed not living with you? YES / NO

Name:............…………………………………...

Reason: ……………………………………………………………………….…………………

…………………………………………………………………………………………………….

**NB:** We will require proof of ID e.g: Passports / birth certificates for all members of the household. Plus address for main applicants: Utility bill, driving licence etc.

**Is there a pregnant woman in the household?** YES / NO

Name:............…………………………………...

Due Date: ……………………………………

**Reasons for change to tenancy** (e.g: separation, marriage etc)**:**

|  |
| --- |
|  |

|  |
| --- |
| **Name of Person to be added / removed from tenancy:**     |
| **Present Address:**  |
|  |
| **Postcode:****Telephone Numbers:****Home:**  **Mobile:** **Work:** **Email address**: .................................................................................................................Internet access; Home Work Other   |

**CURRENT ACCOMMODATION OF NEW TENANT:**

**Amount of time at current address;** ………**yrs** ……….**months**

**Name and address of Current Landlord;**

……………………………………………………………………………………

……………………………………………………………………………………

**Tick type of your present accommodation :Number of Bedrooms**

House 🞎 1 🞎

Flat\* 🞎 2 🞎

Maisonette\* 🞎 3 🞎

 4 🞎

\*Floor level: …..…. 5 🞎

**Is this accommodation:**

Permanent 🞎 Temporary 🞎

**Who provides this accommodation?**

Housing Association 🞎 Private Landlord 🞎

Local Authority 🞎 Hostel 🞎

Charitable Organisation 🞎 Living with family 🞎

Current Rent: £

Is your rent account up to date? Yes 🞎 No 🞎

If no, what is the amount outstanding on your rent account?

£

Have you been served a Notice of Seeking Possession for rent arrears?

YES / NO

**Addresses for Past 5 years;**

(please use separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **Date from** | **Date to** | **Landlords Name and Address** |
|  |  |  |  |
|  |  |  |  |

**Current Employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name and Address** | **Position** | **Date from** | **Date to** | **Annual Salary** |
| **Current Tenant:** | Hours per week; |  |  | £*Paid: Weekly* *Fortnightly*  *Monthly*  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New Tenant:** | Hours per week; |  |  | £*Paid: Weekly* *Fortnightly*  *Monthly*  |

Or, If you receive income support or unemployment benefit?

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Benefit (list all)** | **Amount** | **Paid to** | **Frequency** |
|  |  |  |   |

Full time student? YES / NO Full Time / Part Time

Name of Education Provider: ……………………………………………………….

Name of Course: ……………………………………………………………….........

Do you receive a Grant? YES / NO

Amount received: £ annually / quarterly

If no, what is your source of Income?

…………………………………………………………………………………………..

**Does anyone in the household have a disability or medical condition?**

Name:............…………………………………...

Please state nature of your disability / Medical condition here:

………………………………………………………………………………………….

…………………………………………………………………………………………..

**Features;** (do you have a stair lift; any adaptations etc):

…………………………………………………………………………………………

…………………………………………………………………………………………

**Pets:**

*Do you have any pets? Some properties will not allow pets of any kind so please note all pets below;*

How many: ……… Type: ………………………….

Breed: …………………………… Age of Pet: …………

**Any further information relevant to application;**

**Declaration:**

I hereby certify that all information on this application form is true in every detail.

If this is a joint tenancy both tenants are required to sign or it may delay your application.

Full Name(s); …………………………………………………….

 …………………………………………………….

Signature(s): ……………………………………………………..

……………………………………………………..

Date: ……………………………………………………..

***Please note:*** *making a false statement on your housing application may lead to your application being dismissed and/or further action being taken.*

**Name and address of next of kin:**

*(this information is required for emergency purposes only)*

|  |
| --- |
| **Name:** |
| **Address:****Postcode:** |
| **Telephone Number;** |

***EQUAL OPPORTUNITIES MONITORING FORM***

Name: ………………………………………….. (1st Applicant)

\*\**please note – we ask this for monitoring purposes only to ensure that our lettings procedure is open and accessible to all. This will not be used as part of the decision making process for applications.*

**\*\*Ethnic Origin**:

**White** British 🞎 Irish : 🞎 Other 🞎

**Mixed** White & Asian 🞎 White & Black Caribbean 🞎 White & Black African 🞎 Other 🞎

**Asian / Asian British** Indian 🞎 Pakistani 🞎 Bangladeshi.. 🞎 Other 🞎

**Black / Black British** Caribbean 🞎 African 🞎 Other 🞎

**Chinese / other ethnic group** Chinese 🞎 Other 🞎

**Prefer not to say:** 🞎

**\*\*Religion:**

**Christian 🞎 Muslim 🞎 Hindu 🞎 Jewish 🞎**

**Catholic 🞎 Buddhist 🞎 Sikh 🞎 None 🞎**

**Other 🞎** (state)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say 🞎**

**\*\* Sexuality:**

**Hetrosexual 🞎 Gay 🞎 Bisexual 🞎**

**Lesbian 🞎 Transgender 🞎 Prefer not to say 🞎**

**\*\* Age Range:**

**18 – 25 🞎 26 – 35 🞎 36 – 45 🞎 46 – 55 🞎**

**55+ 🞎 Under 18 🞎 Age:………**

***EQUAL OPPORTUNITIES MONITORING FORM***

Name: ………………………………………….. (2nd Applicant)

\*\**please note – we ask this for monitoring purposes only to ensure that our lettings procedure is open and accessible to all. This will not be used as part of the decision making process for applications.*

**\*\*Ethnic Origin**:

**White** British 🞎 Irish : 🞎 Other 🞎

**Mixed** White & Asian 🞎 White & Black Caribbean 🞎 White & Black African 🞎 Other 🞎

**Asian / Asian British** Indian 🞎 Pakistani 🞎 Bangladeshi.. 🞎 Other 🞎

**Black / Black British** Caribbean 🞎 African 🞎 Other 🞎

**Chinese / other ethnic group** Chinese 🞎 Other 🞎

**Prefer not to say:** 🞎

**\*\*Religion:**

**Christian 🞎 Muslim 🞎 Hindu 🞎 Jewish 🞎**

**Catholic 🞎 Buddhist 🞎 Sikh 🞎 None 🞎**

**Other 🞎** (state)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say 🞎**

**\*\* Sexuality:**

**Hetrosexual 🞎 Gay 🞎 Bisexual 🞎**

**Lesbian 🞎 Transgender 🞎 Prefer not to say 🞎**

**\*\* Age Range:**

**18 – 25 🞎 26 – 35 🞎 36 – 45 🞎 46 – 55 🞎**

**55+ 🞎 Under 18 🞎 Age:………**