



TENANCY CHANGE APPLICATION

INFORMATION IS ATTACHED TO HELP YOU. PLEASE ANSWER ALL THE QUESTIONS.

FULL NAME OF TENANT Mr/Mrs/Ms/Miss:				
JOINT TENANT (if applicable) Mr/Mrs/Ms/Miss:				
ADDRESS:				
POST CODE:		E-MAIL:		
HOME PHONE:		MOBILE:		
DETAIL ALL THOSE LIVING AT YOUR CURRENT ADDRESS (INCLUDING YOU)				
Full Name	Relationship to applicant	Address	Age	Date of Birth
	Self			

Tick type of tenancy change requested. (If you are unsure, see attached guidance)				
Assignation		Succession		Name Change
Sole Tenancy to Joint Tenancy		Joint Tenancy to Sole Tenancy		

Who is requesting the new tenancy?	
Relationship to current tenant(s)	
Why are you asking for a change of tenancy?	

What were the applicant's previous addresses over the last 5 years?			
Address	From	To	Landlord's name & address

Does the applicant have outstanding debt(s) to any previous landlords?		Yes		No	
If yes, please give landlord's details:					
Name		Name			
Address		Address			
Tel. No.		Tel. No.			
Is there a repayment plan in place for the debt(s)?		Yes		No	
If yes, please give details of the plan:					

Has anyone on this form been, or is, the subject of an anti-social behaviour order (ASBO) on or after 30/9/02?		Yes		No	
If yes, which person?					
Is anyone on this form Registered under the Sexual Offences Act (2003)?		Yes		No	
If yes, which person?					

DECLARATION – I DECLARE THAT THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS AND I HEREBY AUTHORISE DUNDEE CITY COUNCIL TO MAKE ENQUIRIES IN CONNECTION WITH MY APPLICATION.

Dundee City Council holds your details in accordance with the Data Protection Act 1998. We may share this information with our other departments or parties authorised to act on your behalf but not with any external agencies with no right to receive them.

Signature of tenant..... Date.....

Name (Block Capitals).....

Signature of joint tenant..... Date.....

Name (Block Capitals).....

Signature of tenancy change applicant..... Date.....

Name (Block Capitals).....

OFFICE USE ONLY		
Tenancy ref:	Weekly rent:	Property Size/Type:
Current debt(s):		Former debt(s):
Legal action(s):		
Comments:		

Approved/refused:	Date:	Signature:
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APPLICATION FOR TENANCY CHANGE

FREQUENTLY ASKED QUESTIONS

ASSIGNATION

Q. MY DAUGHTER LIVES WITH ME BUT I AM MOVING AWAY TO ANOTHER CITY. CAN SHE TAKE OVER THE TENANCY?

A. The tenancy can be assigned to someone else as long as they have been living in the property as their only or principal home for at least 6 months before the date of your written request. You need to tell us as soon as there is a change in the number of people who are living in your home. We may refuse permission but only if we have reasonable grounds for doing so.

SUCCESSION

Q. THE TENANT OF THE HOUSE HAS DIED? WHO HAS SUCCESSION RIGHTS?

A. If you are a joint tenant, you will continue as a sole tenant. If there is no joint tenancy, there are 3 levels of priority to succeed (take over) the tenancy.

First priority goes to the surviving spouse or co-habitee, as long as this has been their only or principal home for at least 6 months prior to the death of the tenant;

Second priority (if no-one qualifies or chooses to succeed at first priority), goes to other members of the tenant's family providing they are aged at least 16 and the house was their only or principal home at the time of the tenant's death;

Third priority (if no-one in any of the above priorities qualifies or chooses to succeed) goes to carers aged at least 16 where the house was their only or principal home at the time of the tenant's death and where they have given up their only or principal home to care for the tenant or a member of the tenant's family.

Where the house has been built or adapted for special needs, different rules apply. Please contact your local office for advice.

SOLE TENANCY TO A JOINT TENANCY

Q. CAN I APPLY TO BE A JOINT TENANT?

A. If you are living with one of our tenants, are aged 16 or over and using the house as your only or principal home, you can apply to be a joint tenant. We may refuse permission but only if we have reasonable grounds for doing so.

JOINT TENANCY TO A SOLE TENANCY

Q. I HAVE A JOINT TENANCY WITH MY PARTNER AND WANT TO SIGN THE TENANCY OVER TO THEM.

A. You must give 4 week's written notice to us and to the other joint tenant. It will continue as a single person tenancy.