

## Assignment application form

Please note a tenancy cannot be assigned if your rent account is in arrears

### Section 1: Current tenant to complete

1. Your address \_\_\_\_\_
2. Your full name \_\_\_\_\_
3. Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_
4. Full name of person you wish to assign your tenancy to \_\_\_\_\_
5. Their relationship to you \_\_\_\_\_
6. How long have they lived at this address with you? \_\_\_\_\_
7. How many bedrooms does your home have? \_\_\_\_\_
8. If you'll be moving from your current address, please tell us your new address  
\_\_\_\_\_
9. Please let us know who lives with you at this address

Surname please print	First name	Date of birth	Relationship to tenant	Length of residence with tenant	Occupation

10. Please explain why you wish to assign your tenancy

11. Do all other adult household members agree to this person taking over the tenancy?

Yes / No (*please circle*)

12. If so, please ask them to sign below to give their agreement

I agree to the above assignment \_\_\_\_\_

I agree to the above assignment \_\_\_\_\_

I agree to the above assignment \_\_\_\_\_

I agree to the above assignment \_\_\_\_\_

Signature of current tenant \_\_\_\_\_ Date \_\_\_\_\_

## Section 2: Proposed tenant to complete

13. I declare that I do not own or hold a tenancy or licence on my own or with any other person(s)

Signed \_\_\_\_\_

**You must provide proof that the person to whom you wish to assign your tenancy has lived with you permanently at the above address for a full 12 months. Proof could be bank or building society statements, utility bills, doctor's letters, electoral registration, housing/welfare benefit documents etc. A current passport size photo of the person must also be provided.**

**If you're applying to assign your tenancy to a carer, you'll need to provide proof that they've surrendered their former home plus proof of carer's allowance or confirmation from social services of their role as carer and proof that they've lived in the borough for 5 years.**

**If you're moving to specialist accommodation you must provide proof that the person you wish to assign to has lived with you for a continuous period of 3 years and in the borough for 5 years.**

**Once you can provide all the information please return this form to your Housing Officer at the Area Housing Office. On receipt you'll be asked to attend an interview to discuss your request. This will also give us an opportunity to explain the consequences of assigning your tenancy.**