**Request to Assign Form**

Please note: the details you enter on this form will help us to help assess and make any changes to your tenancy. We will only be able to do this if you answer the questions as fully and accurately as you can. You must answer all the questions in full, honestly and truthfully.

|  |
| --- |
| **Warning**At the end of this form you must declare that all the information you have provided is true. If you give false information you will have committed a criminal offence with a possible fine up to £5,000. You may be prosecuted for the offence and you, or anyone who obtained a tenancy fraudulently, may have the property taken off them by a Court.You must tell us at once if any of the information you provide on this form changes before we make any change to your tenancy, if you do not, a criminal offence may have been committed. |

|  |  |  |
| --- | --- | --- |
| **Assignment Type** | **Current Tenant(s) Name(s)** | **Required Documentation**  |
| Joint to Sole\*^ | e.g. Mr John Smith and Mrs Jane Smith | 1. Proof of ID for both parties (as per attached list)
2. Letter from both parties requesting assignment
3. Request to Assign Form
 |
| Sole to Joint\*^ |  | 1. Proof of ID for both parties (as per attached list)
2. Letter from both parties requesting assignment
3. Request to Assign Form
 |
| Tenant to Other Family Member\*^ |  | 1. Proof of ID for both parties (as per attached list)
2. Letter from both parties requesting assignment
3. Request to Assign Form
 |
| Succession |  | 1. Death certificate (unless notification is received from “Tell Us Once”)
2. Proof of ID for succeeding tenant (as per attached list)
3. Request to Assign Form
 |

|  |
| --- |
| **Proposed Tenant’s Details:** |
| Name |  |
| Address |  |
|  |
|  |
|  | Postcode |  |
| Telephone | Home |  | Mobile |  |
| Email |  |

**Information about you and your family, your details first:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | Surname | M/F | Date of Birth | Age | Relationship to Applicant |
|  |  |  |  |  | You |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Are you or anyone in your household pregnant? (please tick) | Yes |  | No |  |
| Name:  | Due Date: |
| Proof of pregnancy  must be provided in the form of a doctor’s note or a MATB1 certificate (a photocopy is fine) |

**Tenancy information:**

|  |  |
| --- | --- |
| What type of tenancy do you have? |  |
| When did your tenancy start? |  |

**Assignment to Family Member:**

|  |  |
| --- | --- |
| Why do you want to assign your tenancy? |  |
| Where will you be living if the assignment is agreed? |  |
| *Please note: By assigning your tenancy to a family member, you give up all rights to your tenancy and could be making yourself homeless.* *You will not be re-housed by the council if you have made yourself intentionally homeless.* |

**Income details:**

|  |  |  |
| --- | --- | --- |
|  | Main Applicant | Joint Applicant |
|  | Amount (£) | Frequency (weekly/monthly etc.) | Amount (£) | Frequency (weekly/monthly etc.) |
| Full time work |  |  |  |  |
| Part time work |  |  |  |  |
| Housing benefit/Housing costs element |  |  |  |  |
| DLA/PIP |  |  |  |  |
| Other (including ESA/JSA/Tax credits / Pension/Universal credit / Income Support) |  |  |  |  |
| Child benefit |  |  |  |  |

**Vulnerability/Disability:**

|  |  |
| --- | --- |
| Do you currently have any vulnerabilities or disabilities that affect your ability to sustain your tenancy? |  |

**Please read the Data Protection and Privacy Statement and sign overleaf**

**Stroud District Council** will keep **your personal information** secure and confidential. We collect this information (and may share some or all of it with third parties) as part of:

* Providing, and where necessary improving, services to all our customers: housing & neighbourhood management services; home ownership products & services; support services.
* As well as, where appropriate: preventing and detecting crime, fraud and unpaid debts; providing help with debt management and benefit entitlement; providing employment, training advice and opportunities; promoting equal opportunities and fair treatment.

If you provide us with personal information relating to members of your family or your associates we will assume you do so with their knowledge and consent to the collecting of the information.

**It is important that you tell us any changes to your personal information as and when they happen so we can keep your details up to date.**

For more information on **how we use and share your information** please refer to our **Privacy Policy** which is on our website. However, if you would like a written copy please contact Customer Services.

I/we declare that the details given on this form are true, and I/we have not left out any information that may affect a change to my/our tenancy.

I/we consent to the information I/we have provided being held on computer and/or on paper, together with any relevant supporting information, and to the information being shared and processed by Stroud District Council.

I/we agree to pay one month’s rent prior to any tenancy change being made.

**Tenant(s) consent:**

I/We (print name(s)) ……………………………………………...................................

By signing below I/we also give consent for Tenant Services, Stroud District Council, to make enquires with and/or share information with Support Services/Agencies and the Revenue and Benefit Service\* *(\*regarding all aspects of any housing benefit claim, including my/our National Insurance Number(s), cancellation/suspension and reasons why and what proofs might be needed)*.

|  |  |  |
| --- | --- | --- |
|  | Tenant 1 | Tenant 2 |
| Full Name |  |  |
| Signature |  |  |

*Tenant Services confirms that it will only ask for information about you that is needed to administer your tenancy and/or rent account.*

**Please note: If the tenancy is currently in joint names, both parties are required to sign this form.**

Please return completed form to: Tenant Services, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 4UB

*Office use only*

|  |  |
| --- | --- |
| *Date Passed to IMO* |  |
| *Current Debt & Action* |  |
| *FTA & Action* |  |
| *Sundry & Action* |  |
| *Date Passed to NMO* |  |
| *ASB & Action* |  |
| *Date PTMO sign-off* |  |
| *Date 1 month’s rent paid* |  |

**Assignment/Succession Request Information Sheet**

|  |
| --- |
| **Who can I assign my joint/sole tenancy to?** |
| If your tenancy started before 1 April 2012 | You can assign your tenancy to your:* spouse or civil partner, as long as they are living with you
* cohabiting partner or another member of your family (this includes children, parents, siblings and most other close relatives), as long that person has been living with you for at least one year
 |
| If your tenancy started after 1 April 2012 | For Secure tenancies which started on or after 1 April 2012 you can assign your tenancy to your:* spouse, civil partner or cohabiting partner, as long as they are living with you.

Introductory tenants can only assign their tenancy once their probationary period is over. |
| **What is a Succession tenancy?** |
| This is the right for someone to inherit a tenancy when the tenant dies. A council tenancy can only be inherited once. Successor Tenancy as defined by Section 88 (4) of the Housing Act 1985: there is only one right of succession granted on a Secure tenancy, when this tenancy ends, the Council would expect vacant possession of the property. The tenancy cannot be transferred to any other individual or family member.Your right to inherit a council tenancy depends on:-1. Your relationship with the tenant
2. The type of tenancy they had
3. When the tenancy started
 |
| Succession: joint tenants | You automatically become the sole tenant if you are a joint tenant and the other joint tenant dies.  |
| Succession: married to a Secure tenant | You can inherit a Secure tenancy if the tenant who dies was your husband, wife or civil partner, as long as it was your home at the time they died. |
| Succession: cohabiting with a Secure tenant | Tenancies that started before 1 April 2012:* You can inherit the tenancy as long as it was your home at the time your cohabitee died and you were living together for at least 12 months before they died.
* If you moved home in the year before the tenant died, time spent living with your cohabitee in another property counts.
 |
|  | Tenancies that started on or after 1 April 2012:* You can inherit the tenancy as long as you were living in the property when your cohabitee died
 |
| *\*current/former rent accounts must be clear and you should not have any outstanding invoices or your request will be refused.**^ one month’s rent in advance will also be required* |