

# Joint to sole tenancy application form

Do you need this form in large print or in a different format or language? Do you have any questions? Please telephone us on 0303 123 1890.

If you would like to change your tenancy from a joint tenancy to a sole tenancy please complete this form in full and email it to:

tenancymanagement@guinness.org.uk

Or post to

The Guinness Partnership Ltd, Bower House, 1 Stable Street, Hollinwood OL9 7LH

- Both tenants need to sign the application form.
- Both tenants will need to sign the legal paperwork if the application is approved.

If one tenant has left the property and cannot be traced it is unlikely that we will be able to approve the application. Please complete contact our Customer Service Centre for more information.

## Who should keep the tenancy?

Guinness cannot give you advice on this. The decision must be made between the joint tenants or if there is a dispute you must seek independent legal advice or ask the Citizens Advice Bureau in your area. They can be contacted on telephone 03444 111 444.

## When would you refuse an application?

**We would normally refuse an application if:**

- There are outstanding rent arrears on the account.
- We have or are in the process of obtaining a possession order for your home.
- Legal action is being taken against you or a member of your household.
- You have an ongoing disrepair claim with us.
- The property is not suitable for the needs of the remaining tenant. We will discuss alternative arrangements with you.

Whether or not to approve this application will be at our discretion.

## Will you rehouse me if I give up the tenancy?

No, once you have given up the tenancy you will need to find your own alternative accommodation. We would advise you speak to the housing department at your local council before making this application.



**Person 3**

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

Is this person related to either/both tenant/s? If so, state relationship below.

**Person 4**

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

Is this person related to either/both tenant/s? If so, state relationship below.

**Person 5**

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

Is this person related to either/both tenant/s? If so, state relationship below.

**Person 6**

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

Is this person related to either/both tenant/s? If so, state relationship below.

\*Lodgers do not count as household members

**Child care arrangements**

Do you have shared child care arrangements i.e. will your children live in another house for some of the time? Yes  No

If no, please explain.

Is anyone in the household expecting a baby? If yes, please confirm. Yes  No

Mother's name

Date baby due

You will be asked to produce the MATB1 form confirming the expected date.

## Your property details

Type of property  House  Flat  Bungalow  Studio or bedsit  Other

Number of bedrooms  Studio/bedsit  1 bed  2 bed  3 bed  4 bed  5+ bed

Has your home been adapted for a disability e.g. wheelchair access, level access shower room? If yes, please give brief details Yes  No

Will a member of the housing remaining in the property require these adaptations? Yes  No

## SECTION 2 – to be completed by the person wishing to become a sole tenant

### Declarations

I

request to become the sole tenant of:

Address   
  
 Postcode

**I declare the information I have given on this form is correct and complete.**

Signature  Date

### To be completed by the tenant wanting to give up the tenancy

I

request to have my the legal rights to:

Address   
  
 Postcode

**Assigned** – passed on to (name of remaining tenant):

I understand that if this application is approved and the tenancy assigned I will have no further rights or obligations in relation to this tenancy.

I understand that I remain liable for any rent arrears or breaches of tenancy which occurred whilst I was a joint tenant.

**I declare the information I have given on this form is correct and complete.**

Signature  Date

First name   
Last name

New address   
  
 Postcode

## For office use only

Does the signature match tenancy agreement?

Yes  No

Does tenancy information match the housing system?

Yes  No

## Property

Does the household meet the bedroom standard?

Yes  No

If no, please explain.

Has the MATB1 been produced? (If applicable).

Yes  No

Has formal shared child care agreement been produced? (If applicable).

Yes  No

Has the property been adapted for a disabled person?

Yes  No

If , please explain.

## Checks

Has satisfactory citizenship and immigration documents been provided?

Yes  No

If no, please explain.

## Customer Accounts Team

Rent Arrears £

Court Costs £

Other debts £

Live NoSP Yes  No

P O Yes  No

SPO Yes  No

## Tenancy Enforcement Team

Ongoing legal action (if yes, please explain).

Yes  No

## Customer Liaison Team

Breaches of tenancy (if yes, please explain).

Yes  No

