

## TENANCY CHANGE REQUEST

### CURRENT TENANCY DETAILS

Current tenant(s)

Address of Property

Property Type

Property size

#### TYPE OF NAME CHANGE REQUIRED (tick appropriate box)

- Remove a name from the tenancy  Complete sections 1 and 5
- Add a name to the tenancy  Complete sections 2 and 5
- Change an existing tenant's name  Complete sections 3 and 5
- Succession following existing tenant's death  Complete sections 4 and 5

#### 1) REMOVE A NAME FROM THE TENANCY

- a) Name of person to be removed: \_\_\_\_\_
- b) Reason for removing their name: \_\_\_\_\_
- c) Forwarding address of person who is leaving/has left: \_\_\_\_\_
- d) Who will be accepting responsibility for payment of any rent arrears? \_\_\_\_\_
- e) People remaining at the property:

Forename	Surname	Date of Birth	Relationship to Tenant

#### 2) ADD A NAME TO THE TENANCY

- a) Name of person to be added: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- b) Their relationship to you (eg husband): \_\_\_\_\_
- c) Reason for adding their name: \_\_\_\_\_
- d) Where have they lived over the last 5 years?

Address	Dates		Tenure (rented/owned)	Reason for leaving
	From	To		

- e) Have they ever been known by any other name(s)? Yes  No

If Yes, state previous name(s) \_\_\_\_\_

- If the proposed new tenant is your husband or wife, a copy of your marriage certificate is required.
- If the proposed new tenant is your partner, proof that they have lived at your property for the last 12 months is required. (eg bank statement, utility bill from 12 months ago).

**3) CHANGE AN EXISTING TENANT'S NAME**

- a) Your old name: \_\_\_\_\_ b) Your new name: \_\_\_\_\_
- c) Reason for name change (eg marriage): \_\_\_\_\_

- Proof of the name change is required (eg copy of marriage cert/divorce papers/deed poll documents).

**4) SUCCESSION FOLLOWING EXISTING TENANT'S DEATH**

- a) Name of deceased tenant: \_\_\_\_\_
- b) Name of person wanting to succeed: \_\_\_\_\_
- c) Your relationship to the deceased (eg son): \_\_\_\_\_
- d) How long have you lived at the property? \_\_\_\_\_ years \_\_\_\_\_ months

- A copy of the death certificate is required
- If you are not the deceased tenant's spouse, proof that you lived at the property for the last 12 months is required.

**5) SIGNATURES**

This section must be signed and dated by existing tenants and any proposed new tenants.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6) OFFICE USE ONLY** (To be completed by the Neighbourhood Co-ordinator)

**A) Type of tenancy change:** Variation  Succession

**B) Authorisation**

This name change request should be: Authorised  Refused

Reason for refusal \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_