



Application for Tenancy Change

BEFORE YOU COMPLETE THIS FORM, PLEASE READ THE IMPORTANT INFORMATION ON THE PAGE(S) ATTACHED.

IN ORDER THAT WE CAN PROCESS YOUR REQUEST IN AN EFFICIENT AND EFFECTIVE MANNER,
PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED.

Do you require any of the following options to aid you with your application?
(Please only tick if applicable, please contact your local office to arrange assistance.)

Large print text Language Interpreting Service Braille Text

FULL NAME OF TENANT Mr/Mrs/Ms/Miss

JOINT TENANT (if applicable) Mr/Mrs/Ms/Miss

YOUR ADDRESS

Post Code

Tel. No. Home Work

Mobile E-mail

Give details of all persons (including partner) presently occupying the accommodation
YOU SHOULD ALSO INCLUDE YOUR OWN PERSONAL DETAILS

Full Name	Relationship to applicant	Address	Age	Date of Birth					
				D	D	M	M	Y	Y
	Self								

What type of tenancy change are you requesting? (Please see information sheet for definitions)

Succession Name Change Sole Tenancy to Joint Tenancy Joint Tenancy to Sole Tenancy

Assignment

New Tenancy claimed by

Relationship to Tenant

Why do you wish to apply for a change of tenancy?

Please give details of your applicants' previous addresses over the last 5 years.

Address		Dates From	Dates To	Name and Address of Landlord or did you own the property?
1				
2				
3				
4				

Do they have an outstanding debt to a previous landlord?	YES / NO
--	----------

If yes, who was their landlord?
Name of Landlord

ADDRESS
Post Code
Tel. No.

Do they have a repayment plan in operation?	YES / NO
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If yes please give details:

Has any person on this application been the subject of an anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02?	YES / NO
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If yes, which person was this?

Is anyone on this form Registered under the Sexual Offences Act (2003).	YES / NO
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If yes, which person is this?

NOTE: Any false or misleading information supplied by you verbally or in writing, may result in the suspension of your application in accordance with our Suspension Policy. After the property has been let, if information is proved to be false or relevant information has been deliberately omitted, you will be liable to legal proceedings.

WHAT WE DO WITH YOUR PERSONAL DATA:

Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Tenancy Change request and is necessary to support your allocation of a tenancy at the property identified on this application.

In making enquiries in connection with this Tenancy Change application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.

Further general information about how the Hillcrest Group processes your personal data can be found on the Hillcrest Group's website www.hillcrest.org.uk under the link "How we use your personal information", which can be found on our home page. If you do not have internet access, a hard copy is available on request.

DECLARATION: I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.

PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION

Signature of applicant Date

Name (Block Capitals)

Signature of joint applicant..... Date

Name (Block Capitals)

FOR OFFICIAL USE ONLY

Tenant Ref. No.:

Current monthly rent: £

Property size:

Current Rent Balance:

Approved / Refused:

Signature:

Date:

EPC Required: YES / NO

Comments:

APPLICATION FOR TENANCY CHANGE

INFORMATION SHEET

We have listed below the questions which are most frequently asked by tenants. If you should have any further questions after reading this information note please contact us.

SUCCESSION

Q. THE TENANT OF THE HOUSE HAS DIED, WHO CAN SUCCEED (TAKE OVER) THE TENANCY?

A. In the event of the tenant's death, the Scottish Secure Tenancy can be succeeded to twice. Each time there are three levels of priority. Level one goes to the surviving spouse, co-habitee of either sex, however there is a six month residency qualification. If no-one succeeds at this level, the succession can be passed to level two. This goes to other members of the family, providing that the house was their only or principal home for six months prior to the tenant's death. Level three passes the succession rights to carers, aged over 16 years of age. The house must be their only or principal home and they have given up their only or principal home to care for the tenant for six months prior to their death

Q. THE HOUSE HAS PREVIOUSLY BEEN SUCCEDED (TAKEN OVER) CAN THERE BE ANY FURTHER SUCCESSION TO THE TENANCY?

A. Yes. The Scottish Secure Tenancy provides the right to a further (second) round of succession

All notices of rights to succeed must be advised to us within 28 days of the death of the tenant. Please consult section 7 of the Tenancy Agreement for further information on succession rights

ASSIGNATION

Q. MY DAUGHTER OR SON HAS BEEN LIVING WITH ME AND I AM GOING INTO RESIDENTIAL CARE OR MOVING AWAY TO ANOTHER AREA, CAN I ASSIGN THE TENANCY TO THEM?

A. You can assign the property to someone as long as that person has been living in the property as his or her principal home for at least six months. You must receive our consent for any change to your household composition, we will only refuse consent if we have reasonable grounds for doing so.

SOLE TENANCY TO A JOINT TENANCY

Q. CAN I APPLY TO BECOME A JOINT TENANT?

A. If you share one of our houses with a person aged 16 years or over as your only or principal home, you can apply for a joint tenancy. We will agree to this unless we have reasonable grounds for not doing so.

JOINT TENANCY TO A SOLE TENANCY

Q. I AM A JOINT TENANT WITH MY HUSBAND/WIFE OR PARTNER AND WISH TO SIGN THE TENANCY OVER TO THEM, WHAT DO I DO?

A. The joint tenant on leaving the property must give us, and the remaining tenant 28 days notice in writing of their intention. The remaining tenant should complete the form "Application for Tenancy Change.

**PLEASE SEND YOUR COMPLETED APPLICATION FORM
TO ANY OF OUR LOCAL OFFICES**

DUNDEE : FREEPOST RTXY-LXBJ-TGKR

4 South Ward Road, Dundee, DD1 1PN

Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

ARBROATH : FREEPOST RRSR-CLHZ-EAHZ

1 North Grimsby, Arbroath, DD11 1NU

Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

PERTH (COVERING FIFE): FREEPOST RRSR-CKYB-BLRK

55 Huntingtower Road, Perth, PH1 2LH

Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

EDINBURGH: FREEPOST RRSR-CGKR-GZGA

126 Canongate, Edinburgh, EH8 8DD

Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

Customer Contact: **0300 123 2640**

E: **customerservice@hillcrestha.org.uk**

www.hillcrest.org.uk



Hillcrest Housing Association is part of the Hillcrest Group
REGISTERED SCOTTISH CHARITY NO: SC 006809

