

PROPOSED CHANGE

Name(s) of person(s) who will join your household

Full Name	Male/ Female	Relationship to you	Current Address	Age	Date of Birth						
					D	D	M	M	Y	Y	

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
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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 evicted for anti-social behaviour within the last 2 years?	YES / NO
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If yes, who was evicted?

Name of Landlord

ADDRESS
Post Code
Tel. No.

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.

Name(s) of person(s) who will leave your household.										
Full Name	Male/ Female	Relationship to you.	New Address	Age	Date of Birth					
					D	D	M	M	Y	Y

What is the proposed start date for this change?	Start date:

Will anyone joining your household be entitled to Housing Benefit?	YES / NO
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What is the reason for the change?	

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 Change of Household Composition 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 Change of Household Composition 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 Hillcrest processes your personal data can be found on the Hillcrest'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:		
Comments:		

CHANGE IN HOUSEHOLD COMPOSITION

This form should be used to tell us of a change in the number of people who form part of your household, especially if the number of people has or will increase.

In the event of future changes to your tenancy, from 1st November 2019, the necessary 12-month period qualification applies to anyone joining your household, including your spouse, civil partner or co-habiting partner. However, in the event of your death your spouse, civil partner or joint tenant will automatically qualify, provided the property has been their only or principal home at the time of your death.

Please read the information below carefully before completing this form. Please contact us if you have any other questions.

Q. Who is a member of my household?

A. Anyone who is a member of your family, including dependents (this means someone who relies on you for support, for example a child or older relative needing care);

For anyone who is not a member of your family, please ask for or download the "Taking in a Lodger" application form.

Q. What kind of changes should I tell you about?

A. Any change to the number of people staying with you, for example:

If you get married, enter into a civil partnership or want your partner to live with you on a permanent basis;

If you become a parent, especially if this means you require a larger home;

If you or your spouse/partner's children come to stay with you, for example children from a former marriage or as a result of custody arrangements;

If you become a foster parent;

If you want a dependent to stay with you;

If someone you have already told us is living with you is now leaving your home permanently.

Q. Are there any reasons why increasing the number of people staying with me would not be possible?

A. It will not be possible for you to let another person over the age of 16 years come to stay with you if we have started legal proceedings in the Sheriff Court for the repossession of your home due to a breach of your Tenancy Agreement.

If adding a person to your household results in your house being overcrowded, we will advise you to apply for a larger house more suited to your household needs.

Q. How can I inform you of changes to my household?

A. This can be done in writing, by emailing us or by completing the online application form – see the back of this page for contact details.

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

160 Dundee Street, Edinburgh, EH11 1DQ
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

Customer Contact: **0300 123 2640**

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

www.hillcresthomes.org.uk



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