

Hillcrest
Homes

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

For succession, assignation, or joint-to-sole tenancy changes, Hillcrest may offer suitable alternative accommodation where any existing adaptations are not required by the new or remaining tenant.

FULL NAME OF TENANT:	
JOINT TENANT (IF APPLICABLE)	
YOUR ADDRESS	
	POSTCODE
TEL. NO.	WORK TEL NO.
MOBILE NO.	EMAIL

YOU SHOULD ALSO INCLUDE YOUR OWN PERSONAL DETAILS.

[illegible]

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

Succession ☐

Name change ☐

Sole to joint tenancy ☐

Joint to sole tenancy ☐

Assignment ☐

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

New Tenancy claimed by

Relationship to Tenant

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 you have an outstanding debt to a previous landlord?

Yes ☐

No ☐

Do you have a repayment plan in operation?

Yes ☐

No ☐

If yes, 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

☐

If yes, what was your landlord's name?

Is anyone on this form Registered under the Sexual Offences Act (2003).

Yes

☐

No

☐

If yes, what was your landlord's name?

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](http://www.hillcrest.org.uk) 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 of joint applicant
(block capitals)

Application for Tenancy Change – information sheet

This form should be used to apply to change your tenancy. We have listed some frequently asked questions below, but please contact us should you have further questions.

As of the 1st November 2019, the Housing (Scotland) Act, 2014 changes the residency conditions of the following tenancy changes – succession, assignation and sole to joint. Please note also the information on adapted properties on page 1 of this application. The Housing Scotland Act 2025 reduced the residency conditions to succeed a tenancy to 6 months.

SUCCESSION (take over the tenancy after the tenant’s death)

Q. The tenant of the house has died, who can succeed 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 1 – surviving spouse, civil partner or joint tenant. Please note, anyone in these categories will qualify automatically provided the property has been their only or principal home at the time of your death;

Level 2 – other members of the family over 16 years of age or co-habitants, providing this was their only or principal home for 6 months prior to the tenant’s death and had been registered as part of the tenant’s household;

Level 3 – carers over 16 years of age, providing the property was their only or principal home for 6 months prior to the tenant’s death and had been registered as part of the tenant’s household. All notices of rights to succeed must be advised to us within 28 days of the death of the tenant.

ASSIGNATION (pass your tenancy to someone else)

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. Yes, you can assign the tenancy to someone as long as they are over 16 years of age and have been registered with us as living in the property as their only or principal home for at least 12 months prior to application.

SOLE TO A JOINT TENANCY

Q. Can I apply to become a joint tenant?

A. Yes, you can apply to become a joint tenant if you are over 16 years of age and share one of our houses with the tenant as your only or principal home. You must have been registered as part of the tenant’s household for the 12-month period prior to application. This applies to anyone wanting to become a joint tenant, including spouse, civil partner or co-habiting partner.

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 should I do?

A. The joint tenant leaving the property must give us and the remaining tenant 28 days’ notice in writing. The remaining tenant should complete this “Application for Tenancy Change” form.

Please send your completed application form to:

customerservice@hillcrest.org.uk

Or by post to one of our local offices:

Dundee

1 Explorer Road, Dundee, DD2 1EG

Perth

55 Huntingtower Road, Perth, PH1 2LH

Arbroath

1 North Grimsby, Arbroath, DD11 1NU

Edinburgh

160 Dundee Street, Edinburgh, EH11 1DQ

Aberdeen

680 King Street, Aberdeen, AB24 1SL

Office hours are 9 am - 5 pm Monday to Thursday, and 9 am - 1 pm on Friday.

Customer contact number: **0300 123 2640**
www.Hillcresthomes.org.uk

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