

Taking over an existing tenancy

(Assignment to potential successor)

You can apply to take over the tenancy from someone who is moving out of the home. Northwards Housing may not legally have to agree to your request – it depends on your relationship to the existing tenant and your length of residence at the property. Please fill in this form and return to the area office. The address is shown on the letter sent with this form.

I want to take over the tenancy of this property

Address

..... Post code

Your details

Surname First name

Daytime phone number (if none, put 'none')

Email address (if you want us to contact you this way.)

How long have you lived at the address above?

Do you or any person wanting to reside with you at this address presently have the tenancy of any other property (eg. Other Registered Social Landlord, council or private property)? yes no

If yes, what is the address?

..... Post code

What is the landlord's name?

What is the landlord's address?

..... Post code

Do you or any person wanting to reside with you at this address presently own or part own any property? yes no

If 'yes' what is the address?

..... Post code

Please provide reasons you want to take over the tenancy:

.....

.....

.....

If the present tenant has left, what date did they leave? / /

What is their new address?

..... Post code

What is your relationship to the present tenant?

To be completed by the present tenant

I confirm that (name of applicant)

has resided with me continually since (date) / /

I understand that if this application is approved my tenancy of the above address will be assigned (permanently transferred to) the applicant. yes

I understand if this application is not approved then my tenancy will remain ongoing (unless it has previously been terminated) and I will still be liable for rent payments. yes

Signed: Date: / /

Other details

Please provide details of all people, including yourself, who would live at this address if this application is approved. Under 'relationship to you' put, for example, 'my daughter' or 'my father'.

Name	Date of birth	Age	Relationship to yourself	Nat Ins number
.....
.....
.....
.....

Signature of applicant Date / /

Signature of applicant Date / /

The present tenant and you will be informed of decision in writing within 42 days unless further information is requested. If you fail to provide requested information within the timescales stated, your application will be considered to be withdrawn.

NOTE

Consent of Northwards Housing does not assign the tenancy. If Northwards Housing consents to this application the parties will be required to complete a Deed of Assignment (to be provided) and no assignment of the tenancy can take place until the Deed of Assignment has been executed.

For Office Use:

Date form received / /

Date acknowledgement sent / /

Response Due date / /

Date acknowledgement / further information request / /

Applicant response due / /

Date Received / /

Date application considered withdrawn and letter sent / /

Date Final Decision Letter Sent: / /

Approved: yes no