

Sole Tenancy Application Form

Community Manager:

Guidance

If you wish to apply for a sole tenancy then this form needs to be completed. Upon receipt of this application we will carry out the necessary investigations to determine if your request for a sole tenancy can be approved.

Please note that a joint tenancy must be brought to an end by way of four weeks notice from one or both tenants before we can consider an application for a sole tenancy. This can be completed by signing the **four weeks notice to quit** (see below).

Applicants details:			
Joint tenancy address:			
Name of person seeking sole tenancy:	Date of birth:		
	National Insurance Number:		
Ethnicity:			
Telephone number:			
Email address:			
Contact preferences:			
<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Face to face			
Occupants wishing to remain if sole tenancy granted:			
<u>Name</u>	<u>DOB</u>	<u>National Insurance Number</u> (if applicable)	<u>Relationship</u> (to applicant)
Please specify any medical condition you, or the occupants wishing to remain, have:			
If you have children, are they subject to a court order? Yes / No			
<i>If Yes, please provide a copy of the order with this application.</i>			
Property details:			
Property Type:		No. of bedrooms:	
Any adaptations in property:		Yes / No	
<i>If Yes, please state details:</i>			

Details of tenant seeking to terminate the tenancy:

Name:

Date of birth:

National Insurance Number:

Forwarding address:

Ethnicity:

Telephone number:

Date you intend to move out/ intend to move out:

Reason for leaving:

Please list any other considerations that you would like us to take into account when assessing the sole tenancy application:

Declarations

It is advisable for you to obtain independent legal advice in relation to any changes that you wish to make to your tenancy.

USE OF PERSONAL INFORMATION:

By signing this form, both parties are agreeing for Bron Afon Community Housing to store and share the information you have provided with any relevant partners as part of the assessment process. You are also confirming that all information provided is correct to the best of your knowledge. Any false statements made may result in Bron Afon taking legal action.

DECLARATION BY TENANT SEEKING SOLE TENANT:

If my application for sole tenancy is successful I understand that I will be solely responsible for ensuring all of the tenancy obligations are adhered too. This includes the responsibility of the current condition of the property (*including the responsibility to rectify any damage or tenant own improvements should you later vacate*) and for the payment of rent, including any rent arrears.

Print Name:

Signature:

Date:

DECLARATION BY TENANT SEEKING TENANCY TERMINATION:

I hereby give 4 weeks notice to terminate the current joint tenancy at _____

Print Name:

Signature:

Date