

Sole to joint tenancy application form

Do you need this form in large print or in a different format or language? Do you have any questions?
Please telephone us on 0303 123 1890.

If you would like to change your tenancy from a joint tenancy to a sole tenancy please complete this form in full and email it to:

NewLettings@guinness.org.uk

Or post to

The Guinness Partnership Ltd, Henshaw House, 851 Silbury Boulevard, Milton Keynes MK9 3JZ

- **Part 1** of this form needs to be completed by the existing tenant.
- **Part 2** of this form needs to be completed by the new applicant.

We only grant a joint tenancy to married couples, civil partners or cohabiting as a married couple or civil partners. We will consider granting a joint tenancy to a carer if they have given up an existing social housing tenancy in order to care for the tenant.

We only grant a joint tenancy to a person who is entitled to social housing in their own right.

Documents

When you send us this application form you will also need to send us documents which support your application. Please send copies (not originals). All new applicants:

- Must complete the financial assessment section. As part of this you will need to send evidence of your income.
- Must provide evidence of their Identity and citizenship (this includes UK citizens) or immigration documents
- Must provide evidence of their marriage, civil partnership or that they have been co-habiting with the tenant at the property for at least 12 months. If you are applying as a carer we need evidence that you had a social housing tenancy prior to moving into the property.

The full list of documents you can send is set out on page 9.

Next steps

If the application is approved we will contact you to arrange an appointment to sign the Deed of Assignment. This is not a new tenancy your name will be added to the existing tenancy. Both the tenant and the applicant will need to be present together when the document is signed. The applicant will need to bring:

1. Two head and shoulders photographs (in the style of a passport photograph). This can be sent to us electronically if you prefer and
2. Original identity and citizenship documents

We will not be able to create the joint tenancy without these documents. A full list of acceptable documents can be found at the end of this form.

If your application has not been approved we will write to you and tell you the reasons why.

Advantages of a joint tenancy

- Having a joint tenancy means that you have equal rights with the other joint tenant.
- It may help you meet the costs of your tenancy.
- If either tenant dies the surviving tenant automatically keeps the tenancy.

Disadvantages of a joint tenancy

- As a joint tenant you will be responsible for the tenancy including the rent whether or not you are living at the property.
- If you leave the property for good, you will continue to be responsible for any debts or damage at the property even if they were incurred after you left (unless you make arrangements to end or assign the tenancy).

Ending a joint tenancy

How the joint tenancy can end will depend on what type of tenancy you have.

- If you have an assured 'lifetime' tenancy only one person is required to send us written notice to terminate the tenancy. It doesn't matter if both parties don't agree that the tenancy should come to an end. We cannot refuse to end the tenancy.
- If you have a fixed-term assured shorthold tenancy both parties need to agree that they want the tenancy to come to an end. Both tenants must request permission from us to end the tenancy. We would not normally refuse permission.

Refusing a joint tenancy

We would not offer a joint tenancy if:

- there are rent arrears or debts on the account.
- we have started legal proceedings.
- there are persistent or ongoing breaches of tenancy.
- the tenant is not living at the property.
- authorising the joint tenancy would result in overcrowding.
- the applicant is not entitled to social housing in their own right.
- supporting documents have not been provided to as requested.
- the applicant does not have the 'right to rent' i.e. they cannot provide the immigration documents which allows them to rent in the UK.
- any of the grounds we would normally use to refuse an applicant such as anti-social behaviour, home owner.
- we have concerns that the tenant is being pressurised into entering into joint tenancy or that there is an ongoing complaint of domestic harm.

If you feel that your case is exceptional we are happy to discuss your application with you.

SECTION 1 – to be completed by the existing tenant

Existing tenant

Sex M F

First name

Last name

Current address

Postcode

Date of birth

Tenancy start date

Type of property House Flat Bungalow Studio or bedsit Other

Number of bedrooms Studio/bedsit 1 bed 2 bed 3 bed 4 bed 5+ bed

What is your relationship with the person applying to be a joint tenant?
 Husband Wife Civil Partner Co-habiting Partner Carer

How long have they lived with you at the above address on a permanent basis?

Are you living in or are you preparing to move into in to residential care home, supported or sheltered housing, a retirement scheme or similar accommodation? Yes No

Household members* living with you

Please state who is living with you at the above address. If there are no household members please write 'none'.

Person 1 Sex M F

First name

Last name

Date of birth Title Mr Mrs Miss Other

Is this person related to either/both tenant/s? If so, state relationship below.

Person 2 Sex M F

First name

Last name

Date of birth Title Mr Mrs Miss Other

Is this person related to either/both tenant/s? If so, state relationship below.

Home Office reference number or case ID (if applicable)

What is the best way to contact you?

Main telephone number

Second telephone number

E-mail address (if applicable)

Other (please state)

Are you currently a tenant of any other property? Yes No
If yes, please tick.

Private landlord Local Authority (Council) Housing Association

Other (please specify)

Do you own a property either in the UK or abroad? If yes, please explain. Yes No

Please give us the following information about all the addresses you have lived in during the past three years.

Address

Postcode

FROM TO

Name of landlord

Address

Postcode

FROM TO

Name of landlord

Address

Postcode

FROM TO

Name of landlord

continued...

Have you previously held a tenancy with Guinness? If yes, please tell us the address if it is not already listed above. Yes No

Previous convictions

Have you been convicted of a violent or sexual offence? Yes No

Have you been arrested for a drugs related offence? Yes No

Have you been convicted of anti-social behaviour related offences or had an anti-social behaviour court order made against you? Yes No

Do you have any outstanding rent arrears or debts to other landlords (Council or Housing Association)? Yes No

Guinness staff and board members

Do you work for Guinness Partnership either as a member of staff, board or committee members or as a contractor? Yes No

Are you related or are you a close friend with anyone who is employed by Guinness or is Board of Management? If yes please give details. Yes No

First name

Last name

Address

Postcode

What is your relationship with the staff members, Board member e.g. cousin, friend etc.?

Financial assessment

Please provide details and evidence of all the income that you and your spouse/civil partner/co-habiting partner receive. Please write the frequency of the payments (weekly, monthly, fortnightly or 4-weekly) and cross through any benefits which do not apply.

Your income

	You	Your partner	Other adult
Example:	£ 100 per week	£ 50 per week	£ 25 per fortnight
Gross income from work (before any deductions)	£ per	£ per	£ per
Universal Credit	£ per	£ per	£ per
Working Tax Credit	£ per	£ per	£ per
Child Benefit	£ per	£ per	£ per

	You	Your partner	Other adult
Example:	£ 100 per week	£ 50 per week	£ 25 per fortnight
Child Maintenance Payments	£ per	£ per	£ per
Jobseekers Allowance	£ per	£ per	£ per
Employment and Support Allowance	£ per	£ per	£ per
Income Support	£ per	£ per	£ per
Council Tax Support	£ per	£ per	£ per
Housing Benefit	£ per	£ per	£ per
Retirement Pension	£ per	£ per	£ per
Occupational/Private Pension	£ per	£ per	£ per
Pension Credit (Guarantee)	£ per	£ per	£ per
Pension Credit (Savings)	£ per	£ per	£ per
Carers Allowance	£ per	£ per	£ per
Disability Living / Personal Independence Payment	£ per	£ per	£ per
Attendance Allowance	£ per	£ per	£ per
Non-dependants contribution (eg children over 16 living at home and paying rent)	£ per	£ per	£ per
Rent from business / residential / holiday lettings	£ per	£ per	£ per
**Other, please specify: e.g. income from children, Disability Living Allowance	£ per	£ per	£ per

Your Capital

Please provide below details and evidence of the total capital for you and your spouse/civil-partner/co-habiting partner for the following:

Savings in bank / building society or other accounts	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Bonds or ISAs	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Stocks and shares	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Other investments	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
Equity in property (value of property, less your share of the outstanding mortgage)	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>
**Other, please specify:	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>	£ or N/A <input type="checkbox"/>

Financial Commitments

	You			Your partner		
Loan repayments (including student loans)	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
Total credit/store cards	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
Child Maintenance payments	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
Individual Voluntary Arrangement (IVA)	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>
Other debt owed (e.g. housing benefit, overpayment/council tax debt)	£	per	or N/A <input type="checkbox"/>	£	per	or N/A <input type="checkbox"/>

We will not be able to progress your application for a joint tenancy if you have sufficient finance to be able to privately rent or purchase a property.

Declarations

Please read and sign the following:

I understand the following:

You will use the information I have provided to process my application for housing and for the on-going management of any tenancy. You may check some of the information with third parties to verify my application and if I am allocated housing you may disclose some information to manage my tenancy in line with the above explanation. You may also request and obtain information about me from certain other organisations or provide information about me to them to make sure information is accurate; to prevent or detect crime or investigate complaints raised.

Examples of third party organisations include but are not limited to: local authorities; previous landlords; the Police; other statutory organisations and credit reference agencies.

If I give incorrect or incomplete information you may take action against me and if I am offered a joint tenancy this may include losing my home.

I declare the information I have given on this form is correct and complete.

Date:

Documents to send with this application form

Please send copies only.

You will be asked to bring original identity and immigration documents when you sign the Deed of Assignment.

Easy choice:

You can choose Option 1 or Option 2.

Option 1

- ✓ Current signed passport.
- ✓ Recent original utility bill (not mobile telephone bill or bills from the internet) or council tax bill.

Option 2

- ✓ Current UK photo card driving licence.
- ✓ Birth or adoption certificate issues in the UK.
- ✓ Recent original utility bill (not mobile telephone bill or bills from the internet) or council tax bill.

And either:

- A certificate of marriage or civil partnership.
- Evidence that the applicant have been living at the property for at least 12 months. Examples: council tax bill, benefits statement, a number of gas or electric bills.
- Evidence that you are providing care to the tenant e.g. DWP carers allowance, letter from social worker and evidence that you had a social housing tenancy immediately prior to moving into the property e.g. tenancy agreement.

We will accept a range of other documents please contact our Customer Service Centre or look on our website www.guinnesspartnership.com.

If you need more information or help please contact our Customer Service Centre on 0303 123 1890.

For office use only

- | | | |
|--|------------------------------|-----------------------------|
| Does the signature match tenancy agreement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does tenancy information match the housing system? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Has succession or assignment already taken place? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will the joint tenancy create overcrowding? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Is the tenancy and assured, secure or fixed-term tenancy. Please state.

Is the tenancy is the probationary or starter period (i.e. joint tenancy cannot be offered). Please state.

Has a joint to sole assignment already taken place? If so, no further joint tenancy can be created. Yes No

continued...

Is the applicant aged 18 years or over (if under 18 are they married, or in a civil partnership). Please state.

Is the tenant and applicant either married, civil partners, or co-habiting. Please state.

Has satisfactory evidence been submitted? (please attach)

Yes No

Is the applicant living or preparing to move into residential care (should be dealt with as an assignment rather than a joint tenancy)

Is the applicant a permanent and full time carer?

Yes No

Have details been confirmed?

Yes No

Checks

Has satisfactory immigration documents been provided?

Yes No

If no, please explain.

Customer Accounts Team

Rent Arrears £

Court Costs £

Other debts £

Live NoSP Yes No

P O Yes No

SPO Yes No

Tenancy Enforcement Team

Ongoing legal action (if yes, please explain).

Yes No

Neighbourhoods Team

Breaches of tenancy (if yes, please explain).

Yes No

continued...

Have an external reference been made on the applicant e.g. to other social landlord?

Yes No

If yes, please state outcome.

Recommendation

Is this sole to joint tenancy recommended?

Yes No

(Please attach relevant documents. If no, please state reasons for refusal).

Checked (LO)

Name:

Date:

Approval

I approve this change in tenancy

I do not approve this change in tenancy

Checked (VALTM)

Name:

Date: