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# Tenancy succession application form

The attached form should be completed by any person wishing to make an application for succession (to a tenancy) following the death of a tenant.

## Things you need to know

The attached form should be completed by any person wishing to make an application for succession (to a tenancy) following the death of a tenant. If the deceased tenant had a spouse or registered civil partner, they will take priority over any other family member in succeeding to the tenancy. Any would-be successor will be required to provide proof of their identity; their relationship to the deceased tenant; and their residency. Suitable documentation might include:

- Marriage certificate or civil partnership certificate (if appropriate);
- Bank statements or utility bills (to prove residency);
- Photographic proof of identification, such as a passport.

If you wish to make a claim for succession of tenancy please complete, sign and return the attached Tenancy Succession Application form as soon as possible.

**Please be aware that completing and submitting an application form does not necessarily guarantee approval for succession.**

## Deceased tenant details

Please give details of the deceased tenant.

First name																												
Last name																												
Address																												
																					Postcode							

## Your details

Please give your details.

First name																												
Last name																												
Address																												
																					Postcode							

continued...

How long have you been living at this address?

Relationship to tenant:

### Details of people who live with you or want to live with you

#### Person 1

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Is this person related to the tenant? If so, state relationship below.

Does the person live with you now? Yes  No

#### Person 2

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Is this person related to the tenant? If so, state relationship below.

Does the person live with you now? Yes  No

#### Person 3

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Is this person related to the tenant? If so, state relationship below.

Does the person live with you now? Yes  No

#### Person 4

Sex M  F

First name

Last name

Date of birth     Title Mr  Mrs  Miss  Other

Is this person related to the tenant? If so, state relationship below.

Does the person live with you now? Yes  No

**Person 5**

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

Is this person related to the tenant? If so, state relationship below.

Does the person live with you now? Yes  No

**Person 6**

Sex M  F

First name

Last name

Date of birth       Title Mr  Mrs  Miss  Other

Is this person related to the tenant? If so, state relationship below.

Does the person live with you now? Yes  No

**I wish to apply for succession to the tenancy of:**

**I understand that this is not a new tenancy but I am applying to inherit the rights and responsibilities of the previous tenant**

Name

Date:

I enclose the following documents to support my application:

Marriage certificate or civil partnership certificate

Bank statements or utility bills

Photographic proof of identification, such as a passport

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

**Agreed and Noted by** (Guinness Representative):

Name

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Date

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Notes