



Application for Joint Tenancy

Housing Services

Tenancy Services Division
Civic Offices, Euclid Street
Swindon, SN1 2JH
Tel: 01793 445503
Fax: 01793 463306
Web: www.swindon.gov.uk

Requests for joint tenancies will be considered from co-habiting couples where a partner has lived with the tenant for one year, if a couple are married or have a civil partnership. Joint tenancies are not normally given to other occupants, e.g. parent and adult child. The rent account must not be in arrears. The new proposed joint tenant must not own another property, nor owe money from a previous tenancy.

When both parties have signed a tenancy agreement, you must be aware that it gives a legal contractual liability, and if you were to split up at a later date, there could be serious legal and housing implications. You are, therefore, advised to discuss these with a Neighbourhood Housing Officer before signing a new tenancy agreement.

Application for a new joint tenancy of.....(address)
In the names of.....(existing tenant)
Date of Birth.....(must be completed)
and.....(proposed new joint tenant)
Date of Birth.....(must be completed)

This Section to be completed by proposed new joint tenant

1. Do you own a property? Yes/No
If so, what is the address.....
2. Have you at any time been a Council tenant? Yes/No
 - a) If so, what was the address.....
 - b) Are there any rent arrears still outstanding from your tenancy Yes/No
3. What is your relationship with the existing tenant of the property.....
4. On what date did you move in?.....
5. Do you have a current application for Council accommodation? Yes/No
(if the answer is Yes and you are accepted to join the tenancy your Housing application will be cancelled)
6. The information requested is needed to decide if the authority is able to accept a housing application from you or to offer assistance under homelessness acts.
 - i) British Passport holders only: Do you normally or have you previously lived in the United Kingdom, Channel Islands, Republic of Ireland or the Isle of Man? Yes/No
 - ii) Have you (or partner) come to live in the United Kingdom in the last five years? Yes/No

If Yes, please bring entry documents and passports to the office with this form.

 - iii) If yes to ii), do you have permanent right of residence in the UK? Yes/No
 - iv) If no to iii), do you have recourse to public funds? (Are you entitled to claim Job Seeker Allowance / Income Support if not working, or Housing Benefit?) Yes/No
 - v) If yes, are you in receipt of benefits? (proofs will be required) Yes/No

Please Note: This Authority may require additional information to establish 'eligibility' under asylum and immigration

I confirm the above details to be correct.

Signed.....Date.....

Declaration: To be completed by existing tenant

I wish my present sole tenancy to be changed to a new joint tenancy at the
aforementioned address

In the names of and
Telephone.....HomeWork.....Mobile

Warning: If the joint tenancy is granted as a result of false information being given,
action can be taken under criminal law and by the Council to repossess your home.

Signed.....Date.....

FOR OFFICE USE

Action Check List

1. Details confirmed. Implications discussed
2. Marriage / Civil Partnership certificate seen
3. Rent balance £..... Wk
4. Current Court Order Yes/No
5. Joint tenancy to start from Monday
6. Authorised by Area Housing Manager
7. Debit Control notified
8. New tenancy agreement completed
9. Notify Lettings to cancel any housing application

Staff Guideline

Definition of co-habiting couple: A man and woman (being together as husband and wife), woman and woman, man and man (they should have a long-term commitment): as a local authority landlord, we wish to be assured of the likely continuance of such an arrangement; there should be no adverse implications for good use of housing stock. (Housing Act 1996 – Code of guidance on the allocation of LA housing)

The information you provide will be used to deliver the service you have requested. It will be used by Housing, and may be shared with other council departments, for Housing Management purposes.