



Northumberland
County Council

Application for Sole to Joint Tenancy

Name of Current Tenant	<input type="text"/>
Address	<input type="text"/>
Telephone Number	<input type="text"/>
Property Type and Size	<input type="text"/>

1. Proposed Joint Tenant Details

Proposed joint tenant's name	<input type="text"/>
Date of Birth	<input type="text"/>
Previous Address (if different)	<input type="text"/>
How long have you lived there	<input type="text"/>
Relationship to current tenant	<input type="text"/>

Are you a British Citizen/eligible for housing under Immigration procedures?

Y N

Do you hold a tenancy of any other property? Yes No

If Yes, where?

Dates tenancy commenced

Do you own, or are you buying, any property? Yes No

If Yes, where?

2. Other occupants

Family Name	First Name	Date of Birth	Relationship to Applicant

3. Declaration

I declare that the above information is true and accurate.

Current Tenant's signature

Date

Proposed Joint Tenant Signature

Date

4. Office Checks

Current Rent Arrears Yes No

Amount of Arrears / FTA

ASB / tenancy breach history

Referred former tenant debt to Rents Team Yes No

Secure tenancy elsewhere Yes No

Property owned elsewhere Yes No

Age Restrictions Yes No

Is the property adapted? Yes No

Council Tax Check Completed Yes No

5. Sole to Joint Tenancy Decision

Agreed

Tenancy acceptance signed

Joint Tenancy refused because:

Reason:

NHM / AHM Signature

Date