



LANARKSHIRE HOUSING ASSOCIATION

CHANGE OF TENANCY

191 Brandon Street, Motherwell ML1 1RS ☎ 01698 269119

PRESENT TENANT

Surname	Address
Other Names	
Daytime Tel. No.	House Size & Type

APPLICANT

Surname	Address
Other Names	
Daytime Tel. No.	How long has applicant lived with the present tenant?

DETAILS OF APPLICANT'S FAMILY

Name	D.O.B.	Sex	Relationship to tenant

Has applicant ever held a tenancy before ? YES/NO
(If yes, please give address and dates)

Address	From	Until	Owner/Tenant/Lodger	Reason for leaving

Reason for wishing change of tenancy

If present tenant is moving away, please give forwarding address and date of proposed move.

GUIDANCE NOTES FOR TENANTS

- A change of tenancy is the transfer of the tenancy to another person, with the written approval of the Association.
- The conditions which have to be met before someone can succeed to a tenancy, are prescribed by legislation, in addition to those set out in your tenancy agreement. As follows :
 - ◆ a succession of tenancy can only be granted following the death of the tenant
 - ◆ the following people would be eligible for succession : The tenant's partner; in joint tenancies, the surviving tenant, a member of the tenant's family over the age of 16
 - ◆ the eligible person must have lived in the house continuously for a period of 12 months preceding the death of the tenant
- Where an applicant does not legally qualify for succession they can still be considered for a change of tenancy. Each case is considered on its merits at the discretion of the Association.

DECLARATION

I/We have read the guidance notes above and declare that the information given on this form is correct.

I/We also understand that to give false information or withhold information at any time may result in the change of tenancy being cancelled and/or the tenancy being terminated.

Signature (s) _____ Date _____
_____ Date _____

FOR OFFICIAL USE ONLY

Tenant Reference _____
Rent Account Balance £ _____ CR/DR
Date _____

Previous tenancy _____
Comments _____

Date of entry _____

Approved _____

Reason _____

Refused _____

Reason _____

Date _____

Comments _____

NOTES

Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.

This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to the Scottish Housing Regulator (for purposes of inspection and regulation). Further details can be found by consulting the Information Commissioner's website (www.informationcommissioner.gov.uk).

By providing us with this information you automatically give your consent for the purposes specified.