

CHANGING YOUR TENANCY AGREEMENT

HOW TO MAKE CHANGES TO YOUR TENANCY AGREEMENT



DEVELOPING HOMES AND CREATING OPPORTUNITIES
FOR PEOPLE WITHIN WEST NORFOLK

Freebridge
COMMUNITY HOUSING

IMPORTANT INFORMATION

Please read before completing this form:

A tenancy agreement with Freebridge Community Housing is a legal contract and there are strict rules which govern any changes that can be made to it.

This application is the first stage in requesting a change to be carried out to a tenancy agreement. Our Lettings Team will then check the legal position in regards to the change that you are requesting and will advise if consent can be given.

In many circumstances it is not possible to amend the details of the existing tenancy agreement and instead a new tenancy agreement will be issued. The security and length of your tenancy could be affected, your entitlement to some benefits may also change.

You may be required to attend an appointment to sign a new tenancy agreement or other paperwork.

NAME	
ADDRESS	
CONTACT TELEPHONE NUMBER MOB/LANDLINE	

Please give details below of all members of your household (including yourself) who currently live in the property:

SURNAME	FIRST NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH

REASON FOR WISHING TO AMEND YOUR TENANCY

Please tick the appropriate amendment box and complete information.

1. CHANGE OF NAME

Please include Deed Poll or Marriage Certificate to confirm your change of name.

New Name:

Previous Name:

2. ADD NAME

Please provide original copies of documents to show that the person wishing to be added to the tenancy has lived with you for at least the last six months. Evidence can include utility bills, bank statements, benefit entitlement letters etc.

After this signed application has been received you will both be required to attend a meeting with an advisor from Freebridge. Joint tenants will not be added to fixed term tenancies, you can apply for this at your final tenancy review.

Name to be added

SURNAME	FIRST NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH

If your application is accepted, you and the person being added will be asked to sign a new Tenancy Agreement. This will effect your entitlement to Housing Benefit. Please provide a contact number that we can speak to you on about this before we proceed with the application.

3. SEPARATION

Both joint tenants must sign this form to confirm their agreement to the removal of one name, and for the assignment of the tenancy to the remaining tenant. You will both be required to attend a meeting with an advisor from Freebridge if your application is successful.

Name to be removed

SURNAME	FIRST NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH

4. BEREAVEMENT (succession of tenancy)

This option is to be used if you are applying to become the sole tenant of the property following the death of a joint tenant, or to newly assume the position of a tenant. The person wishing to succeed the tenancy should complete and sign this form and include a copy of the death certificate of the late tenant.

If you are not currently named on the tenancy agreement you will need to provide supporting evidence to confirm you have been resident in the property for at least the last 12 months. Evidence can include utility bills, bank statements, benefit entitlement letters etc.

To deal with your application, please answer below.

I am:

- The Executor of the will
- The Administrator under Letters of Administration
- None of the above

Please provide written evidence whether you are the Executor of the will or the Administrator under Letters of Administration. If no evidence can be provided, please tick 'none of the above'.

IMPORTANT - Please complete the next page ...

Name of deceased

SURNAME	FIRST NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH

Name of applicant to take on tenancy

SURNAME	FIRST NAME	RELATION TO DECEASED	DATE OF BIRTH

If your application is accepted, you may be asked to sign a new Tenancy Agreement. This will effect your entitlement to Housing Benefit or your Housing Element, if you are claiming Universal Credit. Please provide a contact number that we can speak to you on about this before we proceed with the application.

SIGNATURES

Signature of all tenants and applicants.

I/we authorise you to make the necessary amendments to the tenancy should this application be successful. I/we understand that this application will be cancelled if Freebridge are unable to contact me/us for further information within 14 days of receipt of the form.

Signature;

Print name:

Date:

Signature;

Print name:

Date:

Forwarding address (of current tenant who is/has moving/moved if applicable):

Phone number:

Thank you for taking time to complete this Application Form. We will now consider your request to amend the details of your Tenancy Agreement and will advise you of our decision as soon as possible.

It might be that we need to come back to you for further clarification and information in regard to your request – so please ensure you have provided contact telephone numbers and completed the form as fully as possible.

DATA PROTECTION PRIVACY STATEMENT

Freebridge Data Protection Privacy Statement: We take your privacy seriously and you can find out more about your privacy rights and how we collect, use, share and secure your personal identifiable information (“personal information”) by referring to our Privacy Notice which can be found on our website (<http://www.freebridge.org.uk/documents/Privacy-Notice-Tenants.pdf>) or by requesting a hard copy from us.

How we use your personal information will depend on the services we provide to you. However, we obtain your personal information so we may conduct our normal business operations as a registered social housing provider.

The Privacy Notice provides information about how we use your personal information with effect from 25th May 2018 and updates any previous information we have provided about using your personal information.

If we make any significant changes affecting how we use your personal information, we will make changes to the Privacy Notice, and we will contact you to inform you of these changes.

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the law to the processing and protection of your personal identifiable information. Should you have any questions about how we use your personal identifiable information, our DPO can be reached by writing to us and addressing your letter to:

Data Protection Officer, Freebridge Community Housing, Juniper House, Austin Street, Kings Lynn, Norfolk PE30 1DZ;
or Email us at DataProtectionOfficer@freebridge.org.uk

FOR OFFICE USE

Income Advisor Name:

Is either party claiming Universal Credit?

Yes

No

If yes, record details of impact on Universal Credit claim and confirm this has been discussed with the claimants:-

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Recommendation:-

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Date:

Signed:

IF YOU NEED ANY HELP TO UNDERSTAND THIS PUBLICATION, PLEASE GET IN TOUCH

Freebridge Community Housing
Juniper House
Austin Street
King's Lynn
Norfolk PE30 1DZ

Email: enquiries@freebridge.org.uk
Main Switchboard Telephone: 03332 404 444

Office Opening Hours:

8:45am - 5.15pm (Mon-Thurs)

8:45am - 4.45pm (Fri)

Bank Holidays, Saturday and Sunday Closed

Out of Office Hours:

The main telephone number (03332 404 444) will divert to our 24 hour emergency service.