

Application to create a Joint Tenancy



Please fill in this form if you:

- are currently a sole tenant of South Holland District Council, and
- want to apply for a person to become a joint tenant at your address

We will consider joint tenancy applications from the following people:

- The tenant's spouse or civil partner, providing they occupy the property as their only or principal home and can provide a copy of their marriage or civil partnership certificate.
- The tenant's partner, providing they occupy the property as their only or principal home and can provide evidence that they have been living with the tenant for the last 12 months.
- Other immediate family members (for example, parents or children over the age of 18), can apply providing they occupy the property as their only or principal home and can provide evidence that they have been living with the tenant for the last 12 months.

We will not consider applications where:

- there is outstanding housing related debt,
- a history of anti-social behaviour,
- a current court order associated with a broken tenancy obligation e.g. rent arrears,
- or a residency requirement is not satisfied.

Completing this form

This form must be completed and signed by the current tenant and the proposed joint tenant.

The information you give in this form allows us to assess the eligibility of the person that you are requesting to be considered for inclusion in a joint tenancy. It is important that you answer all the questions and provide copies of the documents requested.

When you have completed, signed and dated your form, please send it with the required proofs to the Housing Services Team, South Holland District Council, Council Offices, Priory Road, Spalding, Lincs, PE11 2XE.

Confidentiality

The information you provide is confidential and subject to the requirements of the General Data Protection Act 2018. For further information on our privacy notice, please visit: www.sholland.gov.uk

Housing fraud

It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from South Holland District Council, a housing association or private housing provider (nominated by us). We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

1. Current tenant's details

Name on current tenancy:

Address:

Postcode:

Telephone

Email

Why are you requesting a joint tenancy?

2: About the proposed joint tenant

Title (for example Mr/Mrs/Ms/Miss):

First name:

Last name:

Other names you use/have used:

Current address:

Postcode:

Relationship with
joint tenant?

Sex:

Male

☐

Female

☐

Date of birth:

Telephone:

Email

National Insurance :

3: The proposed joint tenant’s household

Please tell us about everyone else, adults and children, that will live at your address if your joint tenancy application is approved. Please continue on a separate sheet of paper if you need to.

☐

Please tick this box if only the current tenant and the proposed joint tenant will live at the address.

First name	Last name	Date of birth	Sex (F/M)	Relationship to you	National Insurance Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proof required

You must provide the following for the proposed joint tenant:

- one proof of identity including date of birth, for example a passport, driving licence, birth certificate or home office papers
- one proof of address, for example a utility bill or bank statement
- married couples and civil partners must provide a copy of their marriage or civil partnership certificate
- long-term partners (not spouses or civil partners) must provide proof that they have lived together for at least 12 months.

You must provide the following for every person that will join your household if your joint tenancy application is approved:

- one proof of identity including date of birth, for example a passport, driving licence, birth certificate or home office papers

This section should be completed by the proposed joint tenant

4: The proposed joint tenant’s housing history

Are you, or have you ever been:

A council tenant? ☐ Yes ☐ No

If yes, which council(s)?

Do you still hold this tenancy? ☐ Yes ☐ No

A housing association (HA) tenant? ☐ Yes ☐ No

If yes, with which HA(s)?

Do you still hold this tenancy? ☐ Yes ☐ No

A tenant of a private landlord? ☐ Yes ☐ No

If so, please give some details about your landlord:

Landlord’s name:

Landlord’s phone number:

Do you still hold this tenancy? ☐ Yes ☐ No

A home owner? ☐ Yes ☐ No

Have you, or will you, give up or sell this property? ☐ Yes ☐ No

Property address:

Current value of the property: £

Your current equity in the property: £

I am not a tenant or home owner ☐

Please tell us about your current living arrangements:

This section should be completed by the proposed joint tenant

5: The proposed tenant's eligibility status

South Holland District Council cannot give tenancies to certain people who are 'persons from abroad'. The following questions will help us determine if you are eligible.

Your eligibility and immigration status

Are you a:

British citizen?

☐

Asylum seeker?

☐

Overseas student from outside the EEA?

☐

Sponsored visitor to the UK?

☐

Commonwealth citizen?

☐

Citizen of a country within the EEA?

☐

Other, please state:

If you have limited leave to remain, what is the expiry date?

Proof required

Connection to South Holland District Council employees and councillors

Are you or is anyone else included in this application:

An employee or councillor of the Council?

☐

Yes

☐

No

Related to or associated with someone working in the council's housing services or an elected councillor of the Council?

☐

Yes

☐

No

If yes, please provide the following information:

The name of the person:

Your relationship with them (for example, father, partner):

The position they hold in the council:

This section should be completed by the proposed joint tenant

6: The proposed tenant’s financial status

Income

We need to know about your income to assess your eligibility for housing.

	Total for you	Total for your household
What is your weekly income? (include income from renting out rooms/properties)	£ <input type="text"/>	£ <input type="text"/>
What is your total savings and investments? (include dividends, bonds and other forms of savings and investments)	£ <input type="text"/>	£ <input type="text"/>
Do you receive an income from renting or sub-letting a property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Owning property or land

Do you currently own a property or piece of land in the UK or abroad? Yes ☐ No ☐

Have you any financial interest in any property in the UK or abroad? Yes ☐ No ☐

If you answered Yes to any of the above questions, please provide the details below:

Name of property owner:

Property address or land location:

What is the value of the property or piece of land? £

This section should be completed by the proposed joint tenant

7: The proposed tenant’s conduct

Unacceptable behaviour

Do you, or does anyone included in this application, currently have or had in the past:

	Yes	No
• A Court order for arrears of rent, regardless of tenure?	<input type="checkbox"/>	<input type="checkbox"/>
• A recoverable housing related debt associated with a tenancy that has ended, for example rechargeable repairs, legal costs?	<input type="checkbox"/>	<input type="checkbox"/>
• Been served with a Notice Seeking Possession or equivalent notice in relation to behaviour or conduct of a tenancy excluding non payment of rent, regardless of tenure?	<input type="checkbox"/>	<input type="checkbox"/>
• Been given an order in the civil court that is linked to a property or the locality of a property?	<input type="checkbox"/>	<input type="checkbox"/>
• Are perpetrators of domestic violence who are subject to a non-molestation order, an injunction order, an occupation order or a restraining order?	<input type="checkbox"/>	<input type="checkbox"/>
• Been evicted from a tenancy due to a breach of tenancy condition?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above questions, please give full details, including dates and addresses:

8: Important advice:

1. Entering into a joint tenancy places an obligation on each joint tenant and action will be taken if any tenancy obligations are broken, even if only one of the joint tenants is at fault.
2. On the death of a joint tenant, the surviving tenant succeeds to the tenancy under the principles of survivorship.
3. If one of the joint tenants formally ends the tenancy, the whole of the tenancy comes to an end. The remaining tenant left in occupation may not be guaranteed a tenancy. South Holland District Council may consider taking legal action to repossess the property.
4. If one joint tenant is absent for a period of time the remaining joint tenant will continue to be jointly and severally liable for the tenancy. The absent tenant can still claim for the tenancy on their return.
5. Approving a joint tenancy requires you to end your sole tenancy.
6. In the event of a relationship breakdown, you should obtain legal advice to protect your legal interest and also resolve any issues as to who should occupy the property.
7. If you receive housing or welfare benefits you must notify the Benefit Service or the Department of Work and Pensions in writing immediately if your financial situation changes.

Entering into a joint tenancy brings significant legal responsibilities.

South Holland District Council recommends that you get independent legal advice.

Consider the issues listed above to protect your legal interest as a secure tenant.

Declaration

If your form is not complete or has not been signed and dated it cannot be processed and will be returned to you.

If you do not provide all the proof we need, this will also delay your application.

Declaration by current sole tenant

- I have read the legal advice on the previous page knowing that I have not been subject to pressure or coercion and that the decision I made is of my free will and choice.
- I acknowledge and accept that obtaining legal advice including additional advice is of my free will and choice.
- I agree with this request to end my sole tenancy and create a joint tenancy

Print
name:

Signature:
(current sole
tenant)

Date:

Declaration by proposed joint tenant

- I have read the legal advice on the previous page knowing that I have not been subject to pressure or coercion and that the decision I made is of my free will and choice.
- I acknowledge and accept that obtaining legal advice including additional advice is of my free will and choice.
- I understand that in becoming a joint tenant (subject to approval); I will have entered into a legal agreement with South Holland District Council.
- I clearly understand that the council reserves the right to terminate any tenancy which may be created as a result of any false information given on this form.

Print name:

Signature:
(proposed joint
tenant)

Date: