



TENANCY AMENDMENT APPLICATION

<u>Personal details</u>	
Name of Current Tenant (1): _____	
Name of Current Tenant (2): _____	
Address: _____ _____ _____	
Telephone number: _____	
Email address: _____	
<u>Reason for request (Please tick box that applies below)</u>	
<input type="checkbox"/>	I want to add my spouse/civil partner to the tenancy (please provide a copy of your marriage/civil partnership certificate if this is the reason for amendment)
<input type="checkbox"/>	I want to add my partner to the tenancy (please provide proof of living at the property for the last 12 months)
<input type="checkbox"/>	I want to amend my tenancy because my name has been changed via Deed Poll (please provide a copy of proof of this)
<input type="checkbox"/>	I want to amend the tenancy for another reason If this box is ticked please outline your reasons for amendment below _____ _____ _____ _____

Signed:Tenant (1) Date:

Signed:Tenant (2) Date:

Information about you and your tenancy is recorded on our internal system. Only Shropshire Towns and Rural Housing staff can access this and will only access information about you and your tenancy for relevant purposes. In order to provide you with the best possible service we may at times be required to share your information with the both internal and external departments, partners and organisations, and you can find further details in our full Privacy Notice at <http://www.starhousing.org.uk/about-us/accessing-information/>

FOR OFFICE USE

Decision regarding amendment of the tenancy	
Reason for decision to amend/not amend the tenancy taking into account the Human Rights Act 1998; Articles 6,8,14 and Article 1 of the first protocol. Full consideration of the personal circumstances and financial resources of the person have been taken into consideration when making this decision.	
Decision taken by:	Name: _____ Date of Decision: _____
Date file amended:	
Date applicant notified:	
Date notified:	HB: _____ Council Tax: _____ Tenancy amended: _____

Data Protection Act 1998 ("the Act")

Shropshire Council is the data controller for the purposes of the Act.

The information provided by you on this form may be processed both electronically and manually. The Council will only disclose information contained on the form to other Council Departments, Government, or other organisations as the law allows. The information will be held (either electronically or manually) for no longer than necessary.

If you want to know more about the information the Council has about you or the way in which the Council uses your information please contact the Data Protection Officer of the Council on 01743 252 774.

GUIDANCE NOTES

I have a new partner. Can I add their name onto the tenancy?

If you have married or entered into a civil partnership with your new partner you need to fill in this application form and send this with a copy of your marriage/civil partnership certificate.

If you are not married then we would normally only agree to add the partner to the tenancy if they have been resident at the property for at least year. To do this fill this application form and send this in with proof of residence at the address for one year (for example utility bill, phone bill, bank statement etc).

My partner has left. Can I have their name removed from the tenancy?

We cannot remove the name of a joint tenant from the tenancy without their written permission or a court order. If this is the situation please make an appointment to discuss your request with your Housing Officer and seek independent legal advice.

My partner has ended the tenancy. Can I take over the tenancy of the property?

We will assess each case individually, providing support and advice and look at the issues such as whether the person left living in the property has children living at the property and if the tenancy was a joint tenancy.

I have a relative living with me. Can I add their name to the tenancy?

We do not normally agree for a relative to be added to the tenancy except in exceptional circumstances.

I have rent arrears? Can I still apply to amend the tenancy?

We would not normally agree to any amendment to the tenancy whilst arrears are outstanding unless there are exceptional circumstances.

If you require any help when completing this form please get in touch with your housing officer:

Please return this completed form to your local Housing Office:

Shropshire Towns & Rural Housing, Castle View, Arthur Street, Oswestry, Shropshire SY11 1JR	Shropshire Towns & Rural Housing, Canern Brook, Stanley Lane, Bridgnorth, Shropshire WV16 4SE
Telephone: 0333 32 12 200	
Email: enquires@starhousing.org.uk	