



Application from a sole tenant to create a new joint tenancy

Guidance notes

Once granted, a sole tenancy cannot be changed into a joint tenancy. A joint tenancy can only be created by granting a new tenancy in joint names. However, any protection that you have as a sole tenant, e.g. the rent level and right to buy will continue in the new tenancy.

We will consider granting a new tenancy if:

- there has not already been a succession to the tenancy (this means that the tenancy has not already transferred from one person to another)
- the tenancy has not previously transferred from a joint tenancy into a sole tenancy
- and
- the person who is being added to the tenancy is either:
 - the spouse or civil partner of the tenant and they are living together, or
 - a co-habiting partner who has lived with the tenant for at least 12 months, and
- the new joint tenancy will meet our allocations policy financial criteria (if it is general needs property) or age criteria (if it is sheltered property), and
- there are no breaches of the current tenancy which would prevent us granting a new tenancy, e.g. rent arrears, and
- there are no other issues, such as the previous conduct of the applicant which would prevent us granting a new tenancy.

If you feel that you meet the above criteria and would like to apply for your tenancy to be changed, then please complete the enclosed application form.

Completing the form

Please note the following:

Question 2

If you live in sheltered accommodation the proposed joint tenant must be aged 65 or over or have a proven health need to live in this type of accommodation.

Question 3

If you are not married or in a civil partnership, you should provide proof that you have lived together for at least 12 months. You can do this by providing documents dated more than 12 months ago which show the applicant's name and address. Examples of such documents are:

- Bank or building society statements
- Utility bills
- Council tax bill
- Letters from Government departments
- Evidence of registration on the Electoral Register

Question 4

We require 5 years housing history for all new tenants and this would include the proposed joint tenant if they have not lived at the property for this period of time.

Questions 6 and 7

Our lettings policy financial criteria for 2014 is:

Applicants will not be eligible to be considered for a property if a combination of their income and savings/equity means they could afford to rent or buy a property on the open market, other than the exceptions outlined in this policy.

The figures below are used as a guide for assessing eligibility, but we reserve the right to carry out detailed investigations into an applicant's circumstances.

We will assess an applicant's income and assets at the time that we offer a property, taking into account the maximum size of property that they are eligible for.

In Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough, Selby, East Riding of Yorkshire.

Gross household income (income before deductions of tax etc) must normally be below the following limits

Property size			
1 Bed	2 Bed	3 Bed	4 Bed
£40,000	£45,000	£50,000	£60,000

In Darlington and Redcar & Cleveland

Property size			
1 Bed	2 Bed	3 Bed	4 Bed
£36,000	£40,000	£45,000	£55,000

In Harrogate, York, Leeds (Boston Spa)

Property size			
1 Bed	2 Bed	3 Bed +	
£45,000	£55,000	£60,000	

Returning your application

Please return your application form to your local housing office. We aim to let you know within 10 working days whether or not we can approve your application. If it is approved we will make an appointment for you both to come and sign a new tenancy agreement.

If you cannot attend an appointment (either at one of our offices or in your current home) then we will make alternative arrangements with you.

If it is not approved we will let you know the reasons why.

If you have any queries, please contact our Customer Service Centre on 01609 767900

Application from a sole tenant to create a new joint tenancy

1. Your name _____

Your address _____

Your phone number _____

2. Details of the person with whom you wish to have a new joint tenancy

First name(s) _____ Surname _____ Sex _____ Date of birth _____

3. Is the proposed joint tenant _____ Please tick

Married to you

In a civil partnership with you

Your partner

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please enclose a copy of your marriage certificate

Please enclose a copy of your certificate

Please provide proof of your relationship
(see attached notes)

4. Has the proposed joint tenant lived with you for the last 5 years?

Yes ☐

No ☐

If no, please give their addresses during this period:

Address _____ Tenure _____ Dates lived there _____

If any of the above were rented please give name, address and phone number of landlord.

Property address

Name, address and phone number of landlord

(We may seek a reference from a former landlord)

5. If you have any children living with you, please give the following details:

First name(s)	Surname	Sex	Date of birth
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Please give details of National Insurance numbers, weekly income and savings for both of you.

	You	Proposed joint tenant
National Insurance number	_____	_____
Gross pay / salary per week (ie before tax or other deductions)	_____	_____
Child benefit / tax credit	_____	_____
Occupational pension	_____	_____
State pension	_____	_____
Other state benefits	_____	_____
Other income (eg maintenance / board)	_____	_____
Total gross income	_____	_____
Your savings	_____	_____
Total amount invested (including building society / bank / shares etc)	_____	_____
Annual interest from investment	_____	_____

7. Does the proposed joint tenant own any property?

Yes ☐ No ☐

If yes, please give the address and estimated value

I wish to terminate my current sole tenancy and have a new joint tenancy as detailed above. We confirm that the information given above is a true statement of our circumstances.

We authorise you to make reasonable enquiries to other organisations or persons in connection with this application.

Signed _____ (Current tenant) Date _____

Signed _____ (Proposed joint tenant) Date _____