

**CORNWALL  
HOUSING**

# **Application to end sole tenancy and start a joint tenancy**



PART OF THE  
CORSERV GROUP  
A CORNWALL  
COUNCIL COMPANY

[cornwallhousing.org.uk](http://cornwallhousing.org.uk)

## **Application to end sole tenancy and start a joint tenancy**

1. If a tenant wishes to end the sole secure tenancy in favour of a joint secure tenancy of the property, Cornwall Housing will only consider this request if you have been in a relationship for at least 12 months with the person who you wish to be a joint tenant with..

### **Note:**

In addition Cornwall Housing will consider:

- That the tenancy has not been inherited by the sole tenant as this would not allow a further succession.
- If the property is the right size for the remaining occupants.
- If the property has been adapted to be used by a disabled person, the Cornwall Housing will need to ensure that at least one of the remaining occupants needs this type of adapted property.
- If there are any breaches of tenancy.

On receipt of the attached application form Cornwall Housing will investigate the request and give an answer within 28 days.

The completed form should be returned to:

**Landlord Services**  
**Cornwall Housing Ltd**  
**Chy Trevail**  
**Beacon Technology Park**  
**Bodmin**  
**PL31 2FR**

A visit will then be made by a Housing Management Officer to discuss the request with both tenants, prior to a decision being given.

Address:

Postcode:

Property reference no:

Sole tenant:

**Other residents**

Name	Date of birth	Relationship to tenant

I,

(Name of person wishing to be made a joint tenant)

Reason for request:

Moved in to the address on:

Proof provided:

(Marriage certificate, notification of council tax to amend council tax claim)

**We wish to be considered for a joint secure tenancy on the above property.**

**We give permission for Cornwall Council, local taxation department to confirm the date that I moved to this address.**

Signed:

**Tenant**

Signed:

**Applicant to become joint tenant**

Date:

**Property details:**House  Bungalow  Ground floor flat  First floor flat Other: [Please state](#)Number of bedrooms **Disabled adaptations**

(Please give details and which resident they were for)

**If a new tenancy is granted, who will reside at the property?**

Name	Date of birth	Relationship to tenant
		Tenant

Any information given may be retained on computer or in our records. It will be used by Cornwall Housing for the specific purposes for which it was collected and any other relevant purposes including Government anti fraud data matching - especially Benefits, Council Tax NNDR, Housing, Salaries, Employment, Pensions and Members' Allowances. It will not be exchanged or sold to any third party. Anonymous information may be used for statistical purposes.

**For office use**Original tenancy start date: Rent arrears: Any tenancy infringements: Housing Management Officer recommendation: Acceptance  Refusal Reason: Signed:  HMODate: New tenancy start date: New tenancy signed Y  N Capita updated - Date: By: