** Request to create a Joint Tenancy form.**

Please complete this form to request a tenancy change that ends your sole tenancy and creates a new joint tenancy. Once complete, please return this form to the Belle Isle TMO office.

We will need to carry out some checks before we decide if you can legally make a change to the tenancy.

Requests for this type of change will ONLY be considered if the person who is to be a joint tenant is the spouse, partner, or civil partner of the existing sole tenant. Requests for other relatives like sons and daughters will not be accepted. Decisions will then be made on a case-by-case basis, and there is no guarantee that we will grant a new joint tenancy.

|  |  |
| --- | --- |
| **Details of the current SOLE tenant** | |
| Property Address including postcode |  |
| Full Name of the tenant |  |
| Date of Birth of the tenant |  |
| Date of the request |  |
| **Details of the person you wish to create a JOINT tenancy with** | |
| Their Name |  |
| Their Date of Birth |  |
| Their relationship to you |  |
| How long they have lived at the property address? |  |
| Where did they live before coming to live at the property? |  |
| Give the dates they lived at the previous property? |  |
| Did they rent that property? |  |
| Do they have another tenancy or any other property (even if they are not living there)? |  |
| **Additional Information** |  |
| Why do you want to be a JOINT tenant with them? |  |

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| --- | --- | --- | --- |
| **Your household details - list everyone who wants to live in the property with you** | | | |
| **Name** | **Age** | **Relationship to you** | **DOB** |
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| Is there any other information you want to give to support your request to end your SOLE tenancy and create a JOINT tenancy? | | If yes – please give details: | |

Please return the form to Belle Isle TMO office along with any proof of occupancy at the address for over 12 months, for example electoral roll, Council Tax bill, Utility bill, Bank statements etc.