



Once completed, please send to: Neighbourhood & Estates team, Havebury Housing Partnership, Havebury House, Western Way, Bury St Edmunds, Suffolk, IP33 3SP or email it to [myarea@havebury.com](mailto:myarea@havebury.com).

## Application for a Joint Tenancy

Tenant's Full name	
Address	
Contact number	
Email address	
Have you previously held a joint tenancy?	Yes / No

**If Yes:** If you have previously held a joint tenancy, we would not consent to this application

Applicant's Full name	
Contact number	
Email address	
Relationship to Tenant	
Date from which you lived continuously with tenant	
Previous addresses (last five years) <i>If rented, please indicate landlord</i>	1. 2. 3.
Details of garage tenancy (if held)	

Full names of all remaining occupants (including tenant and applicant)	Relationship to you	Date of Birth	Sex


Supporting document(s) included with this form	Please tick
Original copy of Marriage / Civil Partnership Certificate, or, Evidence of residency at the property for the previous 12 months ( <i>see over</i> )	
Evidence of applicants Right to Rent ( <i>see over</i> )	

**DECLARATION OF TENANT**

I understand that my proposed Joint Tenant will enjoy the same rights of occupation of my house as myself, and will have equal security of tenure

Signed		Date	
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**DECLARATION OF APPLICANT**

I have read and understood the Tenancy Regulations and Tenants Handbook. I also understand that any false information given may lead to legal action.

Signed		Date	
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**IMPORTANT:** Once we have considered your application, we will be in contact. If your application is successful, this will be to arrange an appointment for both parties to sign the Deed of Assignment for this change to take effect

FOR OFFICIAL USE ONLY:			
Rent Account checked?	Yes / No	System changes made?	Yes / No
Previous Joint tenancy held?	Yes / No	Garage tenancy updated (if applicable)?	Yes / No
Supporting documents accepted	Yes / No		
Application	Approved / Refused		

**Suitable documents to demonstrate evidence of identity**

The document to prove your identity can be one of the following@

1. Current, valid full passport (certified copies must show nationality, place and date of birth, passport number, expiry date, photograph and signature)
2. Current, valid full UK photocard driving licence with signature or ‘old style’ driving licence
3. Current, valid UK photocard provisional licence
4. Armed Forces ID Card. This must be certified by your commanding officer
5. Residence permit listing your full name and date of birth. This is issued by the UK Border Agency to non-EU nationals on sight of your national passport
6. Firearms certificate or shotgun licence
7. HM Revenue & Customs tax document eg tax assessment, statement of account, notice of coding. P45s and P60s are not acceptable
8. Letter from the relevant benefits agency confirming your receipt of benefits or state pension. The letter must be no more than one year old

## 9. Suitable documents to demonstrate Right to Rent

Acceptable single documents which show an unlimited right to rent	Date		Seen
A passport (current or expired) showing that the holder is a British citizen, or a citizen of the UK and Colonies having the 'right of abode' in the UK.			
A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland.			
A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland.			
A 'permanent' residence, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.			
A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK.			
A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.			
A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK.			
A certificate of registration or naturalisation as a British citizen.			

Acceptable document combinations which show an unlimited right to rent (any 2 of the below to be shown in combination)	Date	Seen
A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.		
A current full or provisional photo card UK driving licence.		
A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check.		
A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority.		

A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.		
Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.		
A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check.		
A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness.		
A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number.		
A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course.		
A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for longer than three months.		
Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check.		
Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.		