



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.

Application for Joint to Sole Tenancy

Full name of remaining tenant:	
Address:	
Email Address:	
Contact number:	

Full name of departing tenant:	
Forwarding (or correspondence) address:	
Email Address:	
Contact number:	
Date of Tenancy Change:	
Address of garage tenancy (if held):	

Full names of all remaining occupants (including yourself)	Relationship to you	Date of Birth	Sex

DECLARATION OF REMAINING TENANT:

I declare that to the best of my knowledge, the above information is correct. I understand that an amendment of this kind is recorded on Havebury’s system as a succession, only one of which can take place during the life of a tenancy. Furthermore, as the tenancy will be changed from a joint to sole tenancy, I understand I will be unable to apply for a joint tenancy in the future. In accepting the sole tenancy, I agree that any arrear balance remaining on the account will be my sole responsibility

Signed:		Date:	
---------	--	-------	--

DECLARATION OF DEPARTING TENANT:

I declare that to the best of my knowledge, the above information is correct. I hereby agree that by assignment I relinquish all rights to the tenancy and property

Signed:		Date:	
---------	--	-------	--

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
Application	Agreed / Refused	Garage tenancy updated (if applicable)?	Yes / No