

Ardenglen Housing Association can provide this policy on request, in larger print, in Braille, in audio format or in other non-written format, and in a variety of languages, as appropriate.



Tenancy Changes Policy

(Changes in household, Succession, Assignment, Subletting, Joint Tenancies, & Mutual Exchange)

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SECTION 1: INTRODUCTION & AIMS OF THE POLICY

1.1 The aim of this policy is to set out how Ardenglen will manage applications for the following tenancy changes as set out in the Housing (Scotland) Act 2001, as amended by The Housing (Scotland) Act 2014 and in our Scottish Secure Tenancy Agreement:

- Changes in household members
- Succession to tenancy
- Assignment
- Subletting
- Single to Joint tenancies
- Mutual exchange

1.3 The policy takes account of the 2017 Scottish Social Housing Charter. The Scottish Housing Regulator uses the outcomes and standards in the Charter to assess the performance of social landlords. The key outcomes that have been considered in the development of this policy are:

Outcome 1 Equalities - Every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.

Outcome 2 Communication – Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

Outcomes 7 and 9 Housing Options –People looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them. People at risk of losing their homes get advice on preventing homelessness.

Outcome 11 Tenancy Sustainment – tenants get the information they need on how to obtain support to remain in their home; and ensure suitable support is available, including services provided directly by the landlord and by other organisations.

SECTION 2: ADDING OR REMOVING A HOUSEHOLD MEMBER

2.1 Changes to your household must be reported to us as soon as they happen. If you fail to notify us of who is living with you it could affect future tenancy change requests and rights of succession.

2.2 To notify us, the tenant must complete our standard changes to household members form. **(APPENDIX1)**

or

Alternatively, we will accept notification in writing from the tenant signed by the tenant.

We require the details of all current household members including:

- Full name
- Date of Birth
- Relationship to tenant

2.3 The household member will be registered from the date we receive notification.

2.4 You will always receive written confirmation from us within 14 days to confirm that our records have been updated. **(APPENDIX 2)**

2.5 If a change in household results in an adapted property being used by household members that do not need the adaptations please refer to section 3.5 of this policy

SECTION 3: SUCCESSION TO TENANCY

3.1 When a tenant dies household members may inherit the tenancy if they meet qualifying criteria detailed below.

3.2 Application

Any person wishing to apply for succession should check the qualifying criteria first of all. You must apply in writing within 4 weeks of the death of the tenant.

(APPENDIX 3) should be completed and a copy of the death certificate should be provided along with updated identification & proof of residence for the applicant and household members.

Ardenglen aims to respond in writing to requests for succession within 14 days of the request being made. We may visit you at home to discuss the application in more detail and to complete a property inspection.

3.3 Qualifying period

In order to qualify for succession, you must be registered with Ardenglen as living at the property as your only and principal home for at least 12 months prior to the tenant's death. The tenant is responsible for keeping us up to date with changes to household members.

There is one exclusion to this rule - There continues to be **no qualifying period** for the tenant's lawful spouse, civil partner or joint tenant. However, in these cases the property must have been the person's only or principal home at the time of the tenant's death.

Levels of priority

Level 1: lawful spouse, civil partner or joint tenant (no qualifying period) Co-habitee (qualifying 12 month period applies)

Level 2: If no one qualifies at level 1, or a qualified person does not want the tenancy, it may be inherited by a member of the family as long as: he or she is aged at least 16 at the date of death; and the house was his/her only principal home at the date of death (qualifying 12 month period applies)

Level 3: If no-one qualifies at level 1 or 2, or a qualified person does not want the tenancy, it can be inherited by a carer as long as: they are aged at least 16 at the date of death; and the house was their only or principal home for the last 12 months; (qualifying 12 month period applies)

If more than one person qualifies for the tenancy, in any of the priority groups, then the qualifying tenants should come to an agreement about which one will succeed. If no agreement can be reached, then Ardenglen will decide who should succeed.

3.2 Where someone qualifies but does not wish to succeed

You should tell us in writing within 14 days of the death, provide a copy of the death certificate and discuss the removal of belongings and return of keys within 4 weeks of the death.

If keys are not returned within the 4-week period legal advice will be sought and you may be charged for occupying the property.

3.3 Where no-one qualifies but are living at the property

If you do not qualify for succession you will be given housing options advice and encouraged to apply to our waiting list.

All belongings should be removed, and keys handed back within 4 weeks of the death. If keys are not returned, within the 4 week period legal advice will be sought and you may be charged for the duration that you are occupying the property (this would be the equivalent to the monthly rent and this does not give you rights as a Scottish Secure Tenant).

3.4 Exceptional Circumstances

We will consider granting a tenancy if there are non-dependent children in the house and the person (legal guardian), seeking the tenancy will keep the children in the family home. A condition would be that the applicant would need to give up any other permanent accommodation in order to be considered. A short Scottish Secure tenancy may be offered if there is a property to be sold. This would not be treated as a succession to tenancy but the association would consider allocation as a special case per our allocations policy.

We will consider granting a tenancy if you are a full time carer for the person who has passed away and you are residing at the address as you're only and principal home but do not qualify for succession as you do not meet the 12 month qualifying period. We recognise how important the role of a carer is and understand you may have given up your previous home to care for this person. You must not have a live tenancy of your own (this includes a tenancy that you may have recently given notice to end and you are still in the notice period). If you satisfy these conditions,

this will not be treated as a succession to tenancy but the association would consider allocation as a special case per our allocations policy.

3.5 Adapted Properties

If the property has been designed or adapted for someone with special needs, then only a qualifying person at level 1 (lawful spouse, civil partner or joint tenant) can succeed to the tenancy. A qualifying person at Level 2 or 3 or indeed a co-habitee under level 1 cannot succeed to an adapted property unless that person has special needs suited to the property.

In these cases, level 2 & 3 applicants and co-habitees under level 1 will be made a maximum of two offers of alternative suitable accommodation within our housing stock. If the applicant does not accept an offer of alternative accommodation we will raise court proceedings to request a sheriff to grant an eviction order. The sheriff would consider whether our actions were reasonable.

The occupant will be required to pay a charge equivalent to the monthly rent whilst they remain in occupation whilst awaiting alternative accommodation or indeed the outcome of a court hearing. This does not give you rights as a Scottish Secure Tenant.

SECTION 4: ASSIGNING A TENANCY

- 4.1 An assignation is when the tenant of a property ends the tenancy and asks for permission to pass the tenancy to another person. The other person takes on all rights and responsibilities of the tenancy including any tenancy debt owed.
- 4.2 Before a tenant can assign the tenancy to someone else, they must apply in writing using our standard form. **(APPENDIX 4)**.
- 4.3 The following conditions apply:
 - The house has been the tenants only or principal home for at least 12 months immediately before the application **and**
 - The person being assigned the tenancy must have lived in the property as their only or principal home for at least 12 months before the application
 - The 12 month qualifying period cannot begin unless Ardenglen has been told, in writing, that the person is living in the property as their only or principal home.
- 4.4 The association must be satisfied that the person assigning the tenancy fully understands the implications of ending their tenancy and passing it onto someone else. The person taking on the tenancy must fully understand the rights and

responsibilities of becoming a tenant. Any rent arrears owed will be assigned to the new tenant.

- 4.5 The person being assigned the tenancy will sign a document (**APPENDIX 5**) and will receive a copy of the original tenancy agreement.
- 4.6 We will respond to all requests for assignation within one month of the application date.

SECTION 5: SUB-LETTING

- 5.1 If an Ardenglen tenant wishes to sublet all or part of their tenancy they must apply in writing using our standard form. (**APPENDIX 6**).

The following conditions will apply

- You must have been the tenant of the property throughout the 12 months immediately before you apply to sublet your home, or
 - If you were not the tenant throughout that period, the house must have been the person's only or principal home during those 12 months; and the tenant at that time must have told Ardenglen that the person who wants to sublet the property was living there.
- 5.2 We will respond to all requests within one month of the application date.
- 5.3 The tenant will be required to provide the sub-tenant with a lease, tenancy agreement or occupancy agreement detailing the terms of the sub-let. This should include information on the rent and any other charges payable e.g. Council Tax, the extent of the accommodation the sub-tenant will have use of, behaviour expected and notice period required.
- 5.4 A copy of this agreement must be provided to the association as part of the Application.. This will not be approved without the association being satisfied with the terms of the agreement.
- 5.5 The maximum period for subletting will generally be 2 years, this will be reviewed by the housing officer every 6 months. At the end of the 2 year period you may be required to give notice to end your tenancy unless there are exceptional circumstances and we may agree an extension.
- 5.6 The applicant who is subletting will be offered advice 3 months before the 2-year period comes to an end. They may wish to complete a housing options interview to be considered for housing in their own right.

SECTION 6: JOINT TENANCIES

- 6.1 Before a single tenant can add a joint tenant to their tenancy agreement the tenant must apply to us for permission using our standard form. (**APPENDIX 7**).

6.2 The following conditions will apply:

- The proposed joint tenant must have lived at the property as their only or principal home for the 12 months before the application was made; and
- The 12 month period cannot begin unless Ardenglen has been told by the current tenant, in writing, that the person is living in the property as their only or principal home.

6.3 We will respond to all requests within one month of the application date.

6.4 If approved, a new tenancy agreement will require to be signed by both parties.

SECTION 7: MUTUAL EXCHANGE

7.1 We will not unreasonably refuse permission for you to exchange your home.

7.2 Both applicants should be Secure or Short Secure tenants of either a local authority or another registered social landlord.

7.3 Applicants must have held their tenancy for a period of at least 12 months before they are eligible to apply for a mutual exchange.

7.5 Consent must be granted from both landlords. Both applicants must apply in writing to each of the landlords involved. Ardenglen has its own application form (**APPENDIX 8**). Where both tenants are the tenants of Ardenglen, they must both apply to Ardenglen.

7.6 Home visits will be carried out to assess property condition or we may request a video from you to confirm the current condition.

7.7 Applicants should make their own arrangements to view each other's property.

7.8 If approved, both parties need to agree a date of entry and arrange to move in the same day.

7.9 Ardenglen will only be responsible for carrying out gas and electrical safety checks prior to entry and will not carry out any other repairs as you are accepting the property at its current standard.

7.10 We will respond to all requests within one month of the application date.

SECTION 8: REASONS FOR REFUSAL OF ASSIGNATION'S, JOINT TENANCIES, SUBLET'S & MUTUAL EXCHANGES

8.1 Ardenglen will not withhold permission to change a tenancy unreasonably but may refuse under the following grounds contained within the Housing (Scotland) Act 2014.

Tenancy related arrears

The applicant owes the association, or another landlord, a tenancy related debt such as rent or rechargeable repairs and the debt is equivalent to more than one month's rent, and the applicant has not kept to a repayment arrangement for a 3 month period.

The existing tenant has been served a Notice of Proceedings for rent arrears

Anti-social behaviour

You have been evicted for anti-social behaviour in the last 3 years

There is an anti-social behaviour order against either the current tenant or the incoming tenant(s)

The existing tenant has been served a Notice of Proceedings for anti-social behaviour.

Abandonment & eviction

Where an eviction has been granted or has taken place in the last 3 years. Or the applicant has abandoned another tenancy within the last 3 years.

Property unsuitable for applicants needs

The house is designed or specially adapted for persons with special needs and the applicant does not need this type of property.

Overcrowding

The house belonging to Ardenglen would be overcrowded. Overcrowding will be defined in terms of the guidance contained within the Associations allocation policy which can be found at www.ardenglen.org.uk

Under occupation

Where granting the application would result in under-occupation by more than one bedroom.

Financial Gain

It appears to the landlord that the tenant is to receive a payment for the tenancy change or there is an unreasonable rent or deposit.

Repairs

We intend to carry out work in the house or the building of which, the house forms part which would affect the part of the house connected with the proposed change.

Other

For Assignment purposes - If proposed assignee is not a person who would get "reasonable preference" in normal allocation

Non-Statutory Reasons for refusal

In addition to the statutory reasons stated above, the association may refuse if one or more of the following reasons apply:

- Where the association finds it to be reasonable and in the interests of its other residents and local community to refuse the application.
- Where there is insufficient information to proceed with the application.
- Where you have knowingly misled the association regarding your circumstances.
- You or a member of your household, has threatened or been violent to a member of staff or other residents
- Your landlord or previous landlord confirms that there are complaints about you or a member of the household, behaving in an anti-social way
- The police confirm that you or a member of your household is guilty of crime in the local area, such as drug dealing, burglary, muggings and harassment
- Where there are reasonable grounds for believing that the applicant or members of the household, if re-housed, would cause any serious problems to other tenants, neighbours or staff, or damage the association's property.

SECTION 9: COMPLAINTS AND APPEALS PROCESS

- 9.1 Any applicant who feels their application has been unfairly dealt with has a right of appeal via our complaints policy (**APPENDIX 9**).

SECTION 10: TRAINING, REVIEW & DISTRIBUTION

- 10.1 The Association is committed to training and developing staff and board members to their full potential in order to deliver a high quality of service in all areas.
- 10.2 This Policy will be reviewed on a 3 yearly cycle. The review will incorporate changes in legislation, complaints, comments and feedback from customers.
- 10.3 This policy will be made available to every employee and board member and will be made freely available to any tenant or interested party.

SECTION 11:

CONFIDENTIALITY, DATA PROTECTION & INFORMATION EXCHANGE

- 12.1 We respect the privacy and confidentiality of each case and comply with the legal obligations under the Data Protection Act 2018 and in accordance with the General Data Protection Regulation (GDPR).

We may seek or share information from other landlords, Police Scotland or relevant support agencies in respect of any application received.

Appendix 1

Please confirm all household residents to be formally registered at your address as their only and principle home.

Any new members of your household are registered from the date that you notify us not the date they moved in.

Property Address		
Tenant name(s)		
Household members name	Date of Birth	Relationship to tenant

I declare that:

- 1) The information I have provided in this form is true and accurate.

TENANT SIGNATURE:

Date:

STAFF SIGNATURE:

Date:

APPENDIX 2

REF: «Tenant_Number»

DATE

«Correspondence_Name»

«Prop_Address_Line_1»

«Address_Line_2»

«Address_Line_3»
«Postcode»

Dear «Correspondence_Name»

Change(s) to your household

Thank you for notifying us about the recent change to your household on DATE OF NOTIFICATION.

I am writing to confirm that Ardenglen has now amended our records (INSERT THE CHANGE).

If you are in receipt of any benefits please ensure you contact either Glasgow City Council and/or the Department for Work and Pensions as soon as possible.

We would advise you to keep this letter for future reference.

Yours Sincerely

HOUSING OFFICER



APPENDIX 3

APPLICATION FOR SUCCESSION TO TENANCY

If you wish to apply for succession to tenancy you should complete this form and return it to the association's office at 355 Tormusk Road, Castlemilk, Glasgow, G45 0HF. Your application should be made within 4 weeks of the death of the tenant

Current tenancy details

Name of tenant	
Address	
Date of tenant's death	

Applicant details

Name of applicant for succession	
Relationship to deceased	
Length of residency at tenancy address	
Contact telephone number	
E mail address	

Details of other household members

Name	Date of Birth	Relationship to you

Copy of death certificate attached (please enclose)	Yes	No
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Signed ----- Date -----

Thank you for completing the above application form. We will respond to your request within 14 days of receiving this form.

Please note there may be restrictions on succession for accommodation which has been specially adapted.

APPENDIX 4



APPLICATION FOR ASSIGNATION TO TENANCY

Before you apply for assignation please check that you qualify – You must have lived at this address for a minimum of 12 months as your principal home. The 12 month qualifying period cannot begin unless Ardenglen has been told, in writing.

If you wish to apply for assignation of tenancy you should complete this form and return it by email to info@ardenglen.org.uk or to the association's office at 355 Tormusk Road, Castlemilk, Glasgow, G45 0HF.

A. TO BE COMPLETED BY THE CURRENT TENANT

Name of current tenant (the assignor)	
Property address	
No of bedrooms	

Current Household Composition

Name	Date of birth	Relationship to Assignor

Reason for leaving

B. TO BE COMPLETED BY THE PERSON APPLYING FOR ASSIGNATION

Name of person applying for the tenancy (the assignee)	
Date of Birth	
National insurance number	
Length of time resident at the address	

Household composition if assignation granted

Name	Date of birth	Relationship to Assignee	National insurance number

Please give details of where you and any household members have been residing for the last 5 years:

Address	Was the property in your name	Date of entry	Date of leaving	Reason for leaving

Do you (or anyone to be re-housed with you) owe rent arrears or other debt for a previous tenancy? Yes/No (delete as appropriate)

If yes please give details below:

Name of person	
Address involved	
Name of landlord	
Balance of debt owing	
Is there an arrangement in place to repay the arrears/debt?	
Details of any repayment arrangement (e.g. £10 per month)	

Have you (or anyone to be re-housed with you) been investigated for anti social behaviour? Yes/No (delete as appropriate)

If yes please give details below:

Name of person involved	
Address where behaviour took place	

Details	

Do you and your household members have leave to remain in the UK? Yes/No (delete as appropriate)

Are you or anyone to be housed with you in employment? Yes/No (delete as appropriate)

Name of Person in Employment	Employers name & address	Date employment started	How many hours do you work each week	Is this a permanent or temporary job

Are you (or anyone to be re-housed with you) required to register with the YES / NO

Police under the Sex Offenders Act 2003

(delete as appropriate)

If yes please give details:

Name of person requiring to register with the Police	
Date of birth of the person requiring to register with the Police	

C. DECLARATION - TO BE COMPLETD BY BOTH PARTIES

I _____ (current tenant, assignor) wish to assign my tenancy at

_____ (property address) to

_____ (the assignee). I understand that if this is granted, I will have no rights to occupy the property from the date specified by the association.

As the person applying for assignation (assignee), I fully understand the responsibilities of becoming a tenant and agree to abide by the conditions stated within the tenancy

agreement. I also understand that any outstanding rent arrears will be transferred to me at the date of assignation

Signature of Current Tenant

Date

Signature of Person applying for assignation

Date

APPENDIX 5



GRANTING OF TENANCY ASSIGNATION

I (assignee)
accept the assignation of the
tenancy at(property address)
from(name of assignor)
from(date of assignation)

I agree to be bound by the terms and conditions contained within the original tenancy agreement which I have received a copy of. **(ONLY WHEN ARREARS O/S)** I also accept responsibility for assigned rent arrears amounting to £.....
and I am prepared to enter into the following repayment agreement with Ardenglen Housing Association to clear this debt.

Method of payment:
Amount towards Arrears (weekly/fortnightly/4weekly/monthly):
Date debt expected to be cleared:

I fully understand if I do not maintain my payment arrangement the Association may raise legal action to recover the property and the debt owing.

If I am unable to pay or have a change in financial circumstances I will contact Ardenglen immediately to review my payment arrangement and complete an income and expenditure exercise to determine affordability.

Signed by Assignee..... Date-----

Signed by Housing Officer Date -----



APPLICATION TO SUB-LET

Before you apply to sublet please check that you qualify –

- You must have been the tenant of the property throughout the 12 months immediately before you apply to sublet your home, or
- If you were not the tenant throughout that period, the house must have been the person's only or principal home during those 12 months; and the tenant at that time must have told Ardenglen that the person who wants to sublet the property was living there.

If you wish to apply to sublet all or part of your tenancy you should complete this form and return it by emailing it to info@ardenglen.org.uk or to our office at 355 Tormusk Road, Castlemilk, Glasgow, G45 0HF. Identification and proof of current residence should also be provided for the applicant wishing to sublet.

A. TO BE COMPLETED BY THE CURRENT TENANT

Name of current tenant	
Property address	
No of bedrooms	
I wish to sublet PART or ALL of my tenancy please detail	
Reason for application	
What is the proposed rent agreement?	
How long do you intend to sub-let for? (Maximum 2 years)	

Current Household Composition

Name	Date of birth	Relationship to Assignor

B. TO BE COMPLETED BY THE PERSON WHO YOU ARE SUBLETTING TO

Name of person	
Date of Birth	

National insurance number	
Length of time resident at the address	

Household composition if sublet granted

Name	Date of birth	Relationship to Assignee	National insurance number

Please give details of where you and any household members have been residing for the last 5 years:

Address	Was the property in your name	Date of entry	Date of leaving	Reason for leaving

Do you (or anyone to be re-housed with you) owe rent arrears or other debt for a previous tenancy? Yes/No (delete as appropriate)

If yes please give details below:

Name of person	
Address involved	
Name of landlord	
Balance of debt owing	
Is there an arrangement in place to repay the arrears/debt?	
Details of any repayment arrangement (e.g. £10 per month)	

Have you (or anyone to be re-housed with you) been investigated for anti social behaviour? Yes/No (delete as appropriate)

If yes please give details below:

Name of person involved	
Address where behaviour took place	
Details	

Do you and your household members have leave to remain in the UK? Yes/No (delete as appropriate)

Are you or anyone to be housed with you in employment? Yes/No (delete as appropriate)

Name of Person in Employment	Employers name & address	Date employment started	How many hours do you work each week	Is this a permanent or temporary job

Are you (or anyone to be re-housed with you) required to register with the Police under the Sex Offenders Act 2003 YES / NO (delete as appropriate)

If yes please give details:

Name of person requiring to register with the Police	
Date of birth of the person requiring to register with the Police	

C. DECLARATION - TO BE COMPLETD BY BOTH PARTIES

I _____ (current tenant) wish to sublet **ALL / PART** of my tenancy at _____ (property address) to

_____ I understand that if this is granted, I as the tenant will still be responsible for ensuring that the terms of the tenancy agreement are met. Ardenglen will not get involved in any disputes.

Signature of Current Tenant

Date

Signature of Person applying to sublet

Date

APPENDIX 7



**SINGLE TO JOINT TENANCY APPLICATION
FORM**

Before you apply for assignation please check that you qualify – You must have lived at this address for a minimum of 12 months as your principal home. The 12 month qualifying period cannot begin unless Ardenglen has been told, in writing.

CURRENT TENANT DETAILS (APPLICANT 1)

Title	First Name	Surname		
Address		Flat Position:	Post Code:	
Date of Birth:		National Insurance Number:		
Contact Details	Home:	Mobile:	Email:	

CURRENT JOINT TENANT(S) DETAILS IF APPLICABLE

Title	First Name	Surname		
Address		Flat Position:	Post Code:	
Date of Birth:		National Insurance Number:		
Contact Details	Home:	Mobile:	Email:	

Give details of all people who currently live with you.

First Name	Surname	Relationship	M / F	Date of Birth

APPLICANT 2 MUST COMPLETE PAGES 2 - 3 AND BOTH APPLICANTS MUST SIGN THE DECLARATION ON PAGE 4

Please submit proof of identity and proof of your current address for all prospective joint tenant/s and household member's e.g. household bill or bank statement, passport, driver's license, confirmation of benefits etc

JOINT TENANT APPLICANT DETAILS (APPLICANT 2)

Title	First Name	Surname	
Address		Flat Position:	Post Code:
Date of Birth		National Insurance Number:	
Relationship to main tenant			
Contact Telephone Numbers	Home:	Mobile:	

Please give details of any additional household members proposing to move with you.

First Name	Surname	Relationship	M / F	Date of Birth

Please give details of your current landlord:

Name of Current Landlord	Address of Current Landlord	Telephone No of Landlord

Please give details of your previous addresses and landlords over the last 5 years:

Name of joint tenant applicant	Address	Period of residence (date order)	Landlord name, address & contact no

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Do you (or anyone to be re-housed with you) owe rent arrears or other debt for a current or for a previous tenancy? If yes, please give details: **YES**

NO

Name of person	
Address involved	
Balance of debt owed	
Is there an arrangement in place to repay these arrears/debt?	
Details of Repayment arrangement (eg £10 per month)	

Have you (or anyone to be re-housed with you) been investigated for anti social behaviour?

If yes, please give details:

YES

NO

Name of person	
Address involved	
Details	

Are you (or anyone to be re-housed with you) required to register with the Police under Sex Offences Act 2003? (If yes, please give details) the **YES**

NO

Name of person requiring to register with Police	
Date of Birth of person requiring to register with Police	

Please provide any additional information that you wish us to consider as part of your application:

DECLARATION:

If your application for a joint tenancy is successful this will be a continuation of the existing tenancy and you will become jointly and severally liable for any tenancy related debt or other tenancy breaches that have occurred prior to your occupancy. By signing and submitting this application form our existing tenant(s) authorise us to share information with any prospective joint tenant(s) and you will be notified in writing if any tenancy breaches that will affect you.

By signing and submitting this application form the prospective joint tenant(s) is consenting to the appropriate enquiries being made to verify the information contained in this application.

You confirm that you have made a full and true disclosure of all information sought by us.

You give consent to the landlords to process your personal information relating to this application in accordance with the General Data Protection Regulation 2016.

SIGNATURES:

Signature of current Ardenglen Tenant (Applicant 1)	Date:
Signature of current joint Ardenglen Tenant(s) (if applicable)	Date:
Signature of prospective tenant (Applicant 2)	Date:
Signature of current tenant's spouse if they are not part of the joint tenancy	Date:



APPENDIX 8

MUTUAL EXCHANGE APPLICATION FORM

The tenant of each property wishing to exchange should complete and sign this form on the last page and forward it to Ardenglen Housing Association. You should also make your application in writing to the other landlord involved.

Proof of identity and proof of residence is required for all household members.

APPLICANT ONE

Title	First Name	Surname		
Address		Flat Position:	Post Code:	
Date of Birth:		National Insurance Number:		
Contact Details	Home:	Mobile:	Email:	

Give details of all people who live with you NOW and whether or not they are moving with you.

First Name	Surname	Relationship	M / F	Date of Birth	Moving with you? Yes / No

Is there anyone moving with you who does not currently live with you? Please provide their details:

First Name	Surname	Relationship	M / F	Date of Birth

Please give details of your current landlord:

Name of Current Landlord	Address	Phone Number

Are you or anyone to be rehoused with you required to register with Police Scotland under the Sex Offences Act 2003? (if yes, please detail below)

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Name(s)	Date of Birth (s)

Your current home

What level is your home on? (Grd, 1 st , 2 nd , 3 rd etc)	
Do you have access to a lift or stair lift?	YES / NO
What date did you move into your home?	
How many bedrooms are in your current home?	
How many bedrooms do you have use of?	
How many bedrooms are not used?	
How many people live in your current accommodation?	

Please confirm below your reasons for wishing to move home? If you are moving for medical reasons please complete our medical application form separately

If you wish to disclose any other information relevant to your application please detail this below

A large, empty rectangular box with a thin black border, intended for a signature.

Applicant 1 Signature:

Applicant 1 name printed:

Date:

APPLICANT TWO

Title	First Name	Surname		
Address		Flat Position:	Post Code:	
Date of Birth:		National Insurance Number:		
Contact Details	Home:	Mobile:	Email:	

Give details of all people who live with you NOW and whether or not they are moving with you.

First Name	Surname	Relationship	M / F	Date of Birth	Moving with you? Yes / No

**Is there anyone moving with you who does not currently live with you?
Please provide their details:**

First Name	Surname	Relationship	M / F	Date of Birth

Please give details of your current landlord:

Name of Current Landlord	Address	Phone Number

Are you or anyone to be rehoused with you required to register with Police Scotland under the Sex Offences Act 2003? (if yes, please detail below)

Name(s)	Date of Birth (s)

Your current home

What level is your home on? (Grd, 1st, 2nd, 3rd etc)	
Do you have access to a lift or stair lift?	YES / NO
What date did you move into your home?	
How many bedrooms are in your current home?	
How many bedrooms do you have use of?	
How many bedrooms are not used?	
How many people live in your current accommodation?	

Please confirm below your reasons for wishing to move home? If you are moving for medical reasons please complete our medical application form separately

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If you wish to disclose any other information relevant to your application please detail this below

[Large empty rectangular box for disclosure of information]

Applicant 2 Signature:

Applicant 2 name printed:

Date: