Change of Tenancy Application

North Tyneside Council

Note: This form needs to be completed by the applicant.

Name of applicant	Address of tenancy	Date of birth	Telephone Number

1.Relationship to tenant	
2.How long have you lived there?	
3.Please give any previous address you have lived at in the last 5 years and dates.	

4.Please list all other persons who live with you.

First Name	Surname	Relationship to you	Date of birth

Reason for application (please tick as appropriate and provide the documentation indicated).

Death/Succession of Tenancy (Please provide death certificate, marriage certificate/civil partnership certificate and proof of 12-month residency plus birth certificate or passport for the proposed new tenant.		Change of Name (Please provide marriage certificate/civil partnership certificate or deed poll)	
Sole to Joint (Please provide marriage certificate/civil partnership certificate and proof of 12-month residency plus birth certificate or passport for the proposed new tenant.)		Other (give reason):	
Joint to sole (Please provide copy of decree nisi and court order (property adjustment order) or a valid notice by one of the joint tenants to end the tenancy.)			

We must protect the public funds that we handle and so we may use the information you have provided on this form to prevent and detect fraud and share this information, for the same purpose with other organisations that handle public funds.

I authorise North Tyneside Council to obtain information in relation to any current or previous tenancy. I certify that the information given on this application is true and understand that if it is proved that I have

deliberately made a false or misleading statement that any tenancy granted on the basis of the information may be repossessed.

Proof supplied? (Circle as appropriate)	Yes / No
Date:	
Signature of tenant/applicant:	

Please send this form and supporting documents to neighbourhoodhousing@northtyneside.gov.uk.

For office use:

Manger approved change (circle as appropriate)	Yes / No	Manager Name:		Date:	

Request action: (circle as appropriate)   **Granted**   **Declined**

Date of action:		Officer Name:		Date NEC updated:	