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| Our Ref:      Date: 10 March 2016 |
|                           |

Dear

**Request to Assign Your Tenancy**

Thank you for your query about your tenancy.

When someone moves out of the home that they rent from us, they usually have to return the keys so that we can let the property to somebody who needs it.

However, it is possible to pass your tenancy onto someone else when you move out of your home. This is called ‘assigning’ your tenancy, but it can only take place in exceptional circumstances and with our permission.

There are several factors to take into account before we can give permission. Please complete and return the enclosed form giving us the details that we need to consider your request further. We will let you know what happens next once we have made a decision.

Please note that there are some basic restrictions to assigning your tenancy:

1. You cannot assign without our permission
2. You must obtain our permission before you move out
3. We will not approve an assignment if you have rent arrears or any other outstanding breach of your tenancy conditions
4. We will not approve an assignment to anyone who would not be eligible for housing with us through the Homechoice lettings scheme
5. The person you want to assign to must be someone who would be entitled to take over your tenancy when you die

Please contact me directly if you have any further queries in this matter. You may also seek independent legal advice from the CAB or any solicitor.

Yours sincerely

(Name)

(Position)

Tel: 03000 120 120

Email: customersupport@alliancehomes.org.uk

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| **APPLICATION FOR PERMISSION** **TO ASSIGN A TENANCY** | alliance homes colour_rgb |

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| **Section A – to be completed by the existing tenant.****Please see the attached letter for guidance on the assignment process** |

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| **A1. About you**  |
| Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address you are leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address you are moving to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **A2. About the home you are leaving** |
| Do you live in a: House [ ]  Bungalow [ ]  Maisonette [ ]  Flat [ ] If you live in a maisonette or a flat, which floor is it on?Ground [ ]  1st [ ]  2nd [ ]  3rd or above [ ] How many bedrooms are there? [ ] Please tell us if any adaptations have been carried out to your home:(An adaptation is an alteration to make it easier for you to live in your home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do you also rent a garage from us? Yes [ ]  No [ ]  |

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| **A3. About the person you want to take over your tenancy**  |
| Title\_\_\_\_\_\_\_\_\_\_\_ First name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How long has this person lived at this address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How is this person related to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **A4. Please tell us why you want to assign your tenancy**  |
| (It will help us to make our decision if we know why the person in section A3 cannot move with you to your new home and why they cannot find any other accommodation. Please also tell us anything else you think is relevant).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 **Declaration**

I certify that to the best of my knowledge the information in this application form is correct.

Signature (Current tenant): ……………………………………………………………………….

Date: …………………………

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| **Section B – to be completed by the proposed new tenant** |

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| **B1. Your details**  |
| **Name**  | **Sex**  | **Date of Birth** |
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| **National Insurance Number** |  |
| Do you have a ‘close connection’ to anyone who works for Alliance Homes or is on the Board? Yes [ ]  No [ ] **(Close connection means a relative or good friend)**  |

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| **B2. Please give details of everyone who would be living with you**  |
| **Name**  | **Sex**  | **Date of Birth** | **Relationship to you**  |
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| **B3. Please tell us where you have lived for the past 5 years** |
| **Address**  | **From**  | **To**  | **Landlord****(if applicable)**  |
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**B4. Please tick the box to indicate any of the following at any of these addresses:**

Rent arrears ⬜ Anti-social behaviour ⬜

Physical violence against staff or other residents ⬜

**B5. Have you ever been convicted under the Sex Offenders Act 1997 or been placed on the Sex Offenders Register?**

Yes ⬜ No ⬜

If ‘yes’, please give details below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B6. Have you ever been convicted of a criminal act in connection with anti-social behaviour, arson, using or threatening violence, or drugs related offences?**

Yes ⬜ No ⬜

If ‘yes’, please give details below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B7. Any other information that you want us to know**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **!** | **We will need proof of identity and residence at current address for the past** **12 months for the proposed new tenant.*** Acceptable proofs of **identity** are – driving licence; passport; birth certificate.
* Acceptable proofs of **residence** are – council tax documents; recently paid utilities bill; letter from employer; letter from DWP; bank statement.
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|  **Declaration*** I certify that the information I have given is complete, true and accurate
* I understand that the information will be used to help Alliance Homes decide if I am eligible for the requested tenancy assignment
* I understand that any information given by me relating to this application, or given with my consent by others, will be retained in Alliance Homes’ tenancy records
* I give permission for Alliance Homes to contact the individuals and agencies indicated on this form (as well as other appropriate individuals or agencies) in order to process this application
* I understand that if I give false or misleading information, or I omit information for the purpose of obtaining a joint tenancy, action could be taken against me – including court action and repossession of the property

Signature (Proposed assignee): ………………….…………………………………………….. Date: ………………………… |

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| **Thank you for answering these questions.** **Please return this form to us at the address** **on the accompanying letter** **so that we can consider our decision.** |