

Application to claim succession to a tenancy

Sometimes when a tenant dies, their tenancy can be taken over by another person. This is called 'Succession'. The person taking over the tenancy is called a 'Successor'.

Depending on your circumstances, you may qualify as a Successor. The information you give on this form will allow us to decide if you have succeeded to this tenancy.

We may also need to consider whether your home is appropriate for your needs. We will discuss this further with you if it is necessary.

Please complete each section of this form in full and return it to us. Please also provide a copy of the death certificate. Our office addresses are on the back page of this form. You may seek independent legal advice from a solicitor or the CAB.

You can also find useful information on the Shelter website (www.England.shelter.org.uk).

We will contact you as soon as possible regarding our decision.

1. About the deceased tenant
Title_____First name_____
Surname_____
Address_____

Postcode_____
Date of death_____

2. About you

Title _____ First name _____

Surname _____

Date of birth _____

National Insurance Number _____

Address _____

Postcode _____ Tel. No. _____

How long have you lived at this address? _____

How was the deceased related to you? _____

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)

3. About the property

Is it a: House ☐ Bungalow ☐ Maisonette ☐ Flat ☐

If it is 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 you know whether the property has been adapted in any way:
(An adaptation is an addition or alteration to the home which made it easier for
the tenant to live there) _____

Did the tenant also rent a garage from us? Yes ☐ No ☐

4. Please give details of anybody else who lives with you			
Name	Sex	Date of Birth	Relationship

! We will need proof of your identity and residence at current address for the past 12 months.

- 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.

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 succession ✓ 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 any appropriate agencies in order to confirm the information given and process this application ✓ I understand that if I give false or misleading information, or I omit information for the purpose of obtaining a tenancy, action could be taken against me – including court action and repossession of the property Signature: Date:

Please return this form to either of our offices:

**Alliance Homes
40 Martingale Way
Portishead
BS20 7AW**

Telephone 03000 120 120 if you have any queries

For office use only

Additional notes	
Date	Note