



Application Form

Assignment of Tenancy

Address for Assignment of Tenancy: _____

Current Tenants Name _____

Forwarding address _____

Reason you wish to assign your tenancy _____

Name of person who wishes to take on the tenancy Mr/Mrs Miss/ Ms *

Contact telephone number _____

Relationship to current tenant _____

Have you lived at your current address for the past 12 months YES/NO*

(If your answer is YES you must provide proof of this)

Please give details of other occupants

Full names of all persons who will be living at the property	Date moved in	Date of Birth	State relationship to the applicant

Notes for Current Tenant

When you assign your tenancy you are no longer the tenant of the property. All the rights you have as a tenant pass to the new tenant.

If you leave your home after assigning your tenancy, the Council may regard you as being intentionally homeless (this means that you caused your homelessness). If this is the case, then they do not have to find you somewhere else to live.

* Please delete as appropriate

Notes for Person Applying for Tenancy

You will take over all rights as a tenant. This includes the current condition of the property (including any damage) and also any rent arrears.

We strongly advise all parties to seek independent legal advice (eg. from a solicitor or the Citizens Advice Bureau) about the implications of assigning a tenancy before submitting your application form.

Signed (Current tenant).....

Signed (Person applying for tenancy).....

Date.....



Housing Management Advice Leaflet

Assignment of Tenancy

This leaflet gives some basic information about the Assignment of a Stafford & Rural Homes tenancy. Please contact the Allocations Team for further advice.

What is assignment?

Assignment of a tenancy occurs when the tenancy is passed from the tenant of a property to another member of the tenant's household. There are rules about who can have a tenancy assigned to them and these are discussed in more detail below.

Assigning a tenancy

A tenant may only assign their tenancy to another person in the following circumstances:

- as a result of a court Property Transfer Order as part of matrimonial proceedings
 - assignment by way of a mutual exchange (subject to the agreement of the landlord of both tenants)
 - assignment to a person who would qualify to succeed to the tenancy if the tenant were to die immediately before the assignment. This is called assignment to a potential successor. This means that the person to whom the tenancy is to be assigned must be:
 - the spouse of the tenant and have occupied the property as their only or principal home
- OR
- another member of the tenant's family who has lived in the property with the tenant for the previous 12 months as their only or principal home. The Housing Act 1985 defines who is to be counted as 'family'

In both cases the tenant must not have been a successor to the tenancy themselves.

What do I need to do?

If you wish to assign your tenancy to someone who qualifies to be an assignee (see guidelines above) you should contact the Allocations Team.

The Housing Officer will make various checks to see if the assignment can take place and will then inform you by letter. If the assignment is allowed to happen then both you and the person you are assigning the tenancy to will need to sign a Deed of Assignment confirming that the assignment has taken place.

If you are unsure about any of the information in this leaflet or would like any of the sections explained to you in more detail please contact the Allocations Team.