

Assignment of tenancy

➤ You have told us that you want to pass your tenancy onto someone else. Please complete this application form to provide us with the information we need. You should provide as much information as you can. This will help us make a decision as quickly as possible. Completing this form does not guarantee that you will be given permission. **We will provide this form on request at no cost, translated, in large print, in Braille, on tape or in another non-written format.**

Section 1 Your details

Tenant's details	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx
Pronouns	
Sex (biological)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex <input type="checkbox"/> Prefer not to say
Current tenant's name	
Known as	
Date of birth (dd/mm/yyyy)	
National Insurance no.	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	
Are any of the people who are going to be living in the property on the Sex Offender Register?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2

Your household

When did the tenancy begin? (dd/mm/yyyy)	
What type of house is it? (e.g. multi-storey, tenement etc)	
How many bedrooms are in the property?	

Please provide your reason for wishing to assign your tenancy to someone else

Who do you want to pass your tenancy to?

Name of person	Relationship to you	Sex (biological)	Date of birth (dd/mm/yyyy)	When did they move in? (dd/mm/yyyy)	National Insurance No. (if over 16)
	Applicant				

Is everyone on the application a UK National?

Yes No

If you answered 'No', what is their country of origin?

We welcome applications for housing from individuals looking to live, work or study in the UK. Applications will be checked to make sure that everyone detailed is:

- not subject to immigration control
- has entitlement to a tenancy.

Non UK National will be required to provide supporting documentation confirming their right to reside in the UK.

You should provide proof of identity and two proofs of residency for each person above if they are not already members of your household.

Section 3
Additional information

Has anyone listed in Section 2 had an Order for Recovery of Possession granted against them for reason of anti-social behaviour in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of the landlord who obtained the order:	

Is anyone subject to an anti-social behaviour order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of the order:	

This information will be taken into account when a decision is being taken but will be dependent on the order and the details held.

Please provide address history for the last three years				
Name of person	What was their address	Were they a tenant, owner, lodger or other (please state)	Date of leaving (dd/mm/yyyy)	Reason for leaving

Have they used another name in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please detail here:	

Section 4
Tenancy information

Do any of the people listed own or rent any other properties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the details of the owner/renter	

Have any of the people listed ever had a tenancy with our partner landlords?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the details of the person and the property they stayed at:	

Who will be living at the address?		
Person's name	Date of leaving (dd/mm/yyyy)	Relationship to the Assignee (person taking over the tenancy)

Section 4 (continued)
Tenancy information

Are you moving out of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what date are you moving out? (dd/mm/yyyy)	
Where are you moving to (please provide address)	

Has your home been adapted in any way? e.g. ramp, wet room, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

Do any household members require ground level accommodation or special adaptations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

Section 5 Declaration

“Wheatley Group is registered under the Data Protection Act 1998. Wheatley Group is under an obligation to properly manage public funds. Accordingly information that you have provided on this form may be used to prevent and detect fraud and may also be shared for the same purpose with public bodies and other organisations which handle public funds”.

If you become a Wheatley tenant, your tenancy agreement requires you to pay your rent charge from day one when you get your keys. If you receive, or are entitled to receive, housing benefit this will be taken into account. If you are on Housing Benefit/ Universal Credit, and your home is considered to have more bedrooms than you need under the UK Governments’ guidelines, you will be required to pay a proportion of your rent yourself. Your home will be at risk if you do not keep up with your rent payments.

Consent

I hereby confirm that the information given in this form is correct and that any false or misleading information or withholding of relevant information now and at any time may result in the tenancy granted to me being terminated. I agree that Wheatley Group can make any enquiries necessary to confirm the details provided.

I/We understand that I/we will receive a written reply to this application within one month of receipt of this form, and that the change of tenancy cannot go ahead until Wheatley Group has given me written consent.

Tenant		Joint applicant (if applicable)	
Signature		Signature	
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	

Declaration under The Matrimonial Homes (Family Protection) (Scotland) Act 1981. To be completed by the existing tenant(s) spouse or partner if they are not Joint Tenant(s).

I, the under named, am fully aware of all the details of the application to assign the tenancy of

(Enter name of current tenant) –

and give my consent to it. I confirm that the details given are true and accurate.

Signature	
Date (dd/mm/yyyy)	

Witness 1		Witness 2	
Signature		Signature	
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	

(N.B. the existing tenant(s) of the property should not witness Section 5)

Would you like more information?



Scotland's largest social landlord, with almost 43,000 affordable homes in Glasgow.

Call us on **0800 479 7979**.

You can email us at **talk@wheatleyhomes-glasgow.com** or you can visit online at **www.wheatleyhomes-glasgow.com**



With more than 10,200 homes across Dumfries and Galloway.

Call us on **0800 011 3447**.

You can email us at **talk@wheatleyhomes-south.com** or you can visit online at **www.wheatleyhomes-south.com**



With more than 6400 affordable homes in Edinburgh, the Lothians and Fife.

Call us on **0800 561 0088**.

You can email us at **talk@wheatleyhomes-east.com** or you can visit online at **www.wheatleyhomes-east.com**



With more than 2500 affordable homes in the central belt.

Call us on **0800 952 9292**.

You can email us at **talk@lorettoha.co.uk** or you can visit online at **www.lorettoha.co.uk**

If you would like this form in a different language please contact us on 0800 479 7979.

Would you like more information?

English

We can produce information on request in other formats, including large print, Braille and audio.

It is also available in other languages. If you need information in any of these formats, you can request this by:

- Calling our Customer First Centre on 0800 479 7979
- Emailing info@wheatley-group.com
- Webchat through your online account
- Contacting your Housing Officer.

Portugese

Mediante solicitação, podemos produzir informações noutros formatos, incluindo letras grandes, Braille e áudio.

Também estão disponíveis noutros idiomas. Se necessitar de informações em qualquer um destes formatos, pode solicitá-las do seguinte modo:

- Contactar o nosso Centro de Atendimento ao Cliente através do número 0800 479 7979
- Enviar um e-mail para: info@wheatley-group.com;
- Webchat através da sua conta online;
- Contactar o seu Responsável pela Habitação Officer.

Polish

Na życzenie możemy przygotować informacje w innych formatach, w tym dużą czcionką, alfabetem Braille'a i audio.

Informacje dostępne są także w innych językach. Jeśli potrzebujesz informacji w którymkolwiek z tych formatów, możesz o to poprosić:

- Zadzwoń do naszego Centrum Obsługi Klienta pod numer 0800 479 7979
- E-mail: info@wheatley-group.com
- Czat internetowy za pośrednictwem Twojego konta online;
- Skontaktuj się ze swoim urzędnikiem ds. mieszkaniowych.

DARI

اگر درخواست کنید ما می توانیم در فورمت های دیگری معلومات را تولید کنیم، شمول پرینت کلان، بریل و فورمت صوتی.

معلومات به لسان های دیگر نیز قابل دستیابی است. اگر به معلومات در هر یک از این فورمت ها ضرورت دارید، می توانید از طریق ذیل درخواست کنید:

- با ما به نمبر تلفون مرکز اول مشتری ما Customer First Centre به تماس شوید 0800 479 7979
- ایمیل به info@wheatley-group.com روان کنید
- ویب چت از طریق حساب آنلاین شما
- با مامور مسکن خود به تماس شوید

URDU

ہم درخواست پر دیگر صورتوں میں معلومات مہیا کر سکتے ہیں، جس میں بڑے حروف، بریل اور آڈیو شامل ہیں۔

یہ دوسری زبانوں میں بھی دستیاب ہے۔ اگر آپ کو ان میں سے کسی صورت میں بھی معلومات درکار ہوں تو آپ درج ذیل کے ذریعے درخواست کر سکتے ہیں:

- ہمارے کسٹمر فرسٹ سینٹر کو 0800 479 7979 پر کال کر کے؛
- info@wheatley-group.com پر ای میل کر کے؛
- آپ کے آن لائن اکاؤنٹ کے ذریعے ویب چیٹ کر کے؛
- اپنے ہاؤسنگ آفیسر سے رابطہ کر کے

ARABIC

يمكننا إنتاج معلومات عند الطلب بتنسيقات أخرى، بما في ذلك الطباعة الكبيرة وبطريقة برايل والصوت.

وهو متوفر أيضًا بلغات أخرى. إذا كنت بحاجة إلى معلومات بأي من هذه التنسيقات، يمكنك طلب ذلك عن طريق:

- الاتصال بمركز خدمة العملاء أولاً على الرقم 08004797979؛
- إرسال بريد إلكتروني إلى info@wheatley-group.com؛
- الردشة عبر الإنترنت من خلال حسابك على الإنترنت.
- الاتصال بمسؤول الإسكان الخاص بك

Office use only

Application details

Application reference	
Date received (dd/mm/yyyy)	
Location received	

Decision (please tick)

<input type="checkbox"/> Permission awarded	
<input type="checkbox"/> Permission refused	
Date of decision (dd/mm/yyyy)	
Reason for refusal	

Supporting information / proof of identification

Date requested (dd/mm/yyyy)	
Date received (dd/mm/yyyy)	

Housing officer details

Name	
Signature	
Date (dd/mm/yyyy)	