**Medway Council Housing Services**

**Application for a sole to joint tenancy**

A joint tenancy is where two or more tenants are responsible for the tenancy. Joint tenants are equally responsible for paying the rent and any rent arrears. A tenancy can be ended by either joint tenant without the permission of the other joint tenant/s.

Housing Services will only consider a joint tenancy between spouses, civil partners, and co-habiting partners, of either the opposite or same sex. Co-habiting partners must have lived together at the property for a minimum of 12 months before Medway Council’s Housing Services will consider agreeing to a joint tenancy.

**Reasons for Refusal:**

Your application for a sole to joint tenancy can be refused if:

The existing tenant:

* Does not have a secure tenancy.
* Has a live Notice of Seeking Possession, Possession Order, or outstanding rent arrears. (Please note this includes outstanding sub accounts arrears i.e., housing benefit overpayment, court costs, former tenants’ arrears, or rechargeable repairs).

The Proposed incoming tenant:

* Is not the spouse, civil parent or co-habiting partner who has been living at the property with the tenant for a minimum of 12 months.
* Has an existing tenancy or property.
* Has previously been evicted or has any arrears remaining with Medway Council or other Local Authority or Housing Association property.
* Does not meet the eligibility criteria for an allocation [as presently set out in Housing Act 1996 s160ZA and regulations made there under].
* Cannot provide evidence of their relationship with the existing tenant
* A co-habiting partner cannot demonstrate they have co-habited at the property with the tenant for a minimum 12-month period

The property is not suitable as:

* Creating a joint tenancy will result in the property being overcrowded.
* The property has been adapted for disabled use and it not required by the tenant or proposed joint tenant.

The agreement of a new joint tenancy is made entirely at the discretion of Medway Council’s Housing Services and your application may be refused for reasons that are not listed above. If your application is refused, we will provide you with a written explanation as to why it has been refused.

If you would like more information about what a joint tenancy is and what it will mean for you as a tenant, please email [housingtenancyteam@medway.gov.uk](mailto:housingtenancyteam@medway.gov.uk) or call 01634 333344.

**Sole to Joint Application Form**

**Tenant Details**

|  |  |
| --- | --- |
| Name: (As it appears on the tenancy agreement) |  |
| Date of Birth: |  |
| Tenant’s Address: |  |
| Contact Number: |  |
| Email Address: |  |
| Tenancy Start Date: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tenancy Type: | Introductory |  | Secure |  | Flexible |  | Non-secure |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the tenancy in joint names? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, name of joint tenant: |  |

**Members of the household**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Date of birth | Gender | Relationship to tenant | Will they continue to live at the property if the sole to joint application is approved? |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

**Details of the person applying to become a joint tenant**

|  |  |
| --- | --- |
| Name: |  |
| Date of Birth: |  |
| Relationship to tenant |  |
| Contact Number: |  |
| Email Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How long have you lived at the address? | Years |  | Months |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you currently have a tenancy with another landlord? (Includes local authority, housing association, private or any other tenancy) | Yes |  | No |  |
| If yes, are you going to end this tenancy? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a homeowner? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide further details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you under immigration control under the Asylum and Immigration Act 1996? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide further details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has a landlord ever taken legal action against you, this includes being served with a Notice, being taken to court, or being evicted? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please provide further details: |  |

**Previous address and landlord details for the last 5 years**

|  |  |  |
| --- | --- | --- |
| Previous address | Landlord | How long were you at this address? |
|  |  |  |
|  |  |  |
|  |  |  |

**Proof of identity/residence**

You must submit 2 forms of ID.

Spouses and civil partners must provide a copy of their marriage or civil partnership certificate but do not need to provide proof of residence.

Co-habiting partners must provide three different proof of residence documents showing that you have lived at the address for 12 months prior to this application.

Can you supply any of the following acceptable proof of identification?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current passport, full photo drivers license, photo provisional drivers license, full birth certificate, Immigration documents from the Home Office confirming your status, Valid Resident’s Permit (EU Nationals) | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please specify which document/s: |  |

Can you supply any of the following acceptable proof of residence?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award letter from the Department of work and Pensions/ Job Centre Plus/ Pension Service,  Wage slip, P45, P60, Bank Statement,Letter from Housing Benefit, Schools, Hospitals, solicitors, or Social Services, Utility Bill | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please specify which document/s: |  |

Can you supply any of the following acceptable proof of residence?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Marriage certificate, Civil partnership certificate, Birth Certificate, Adoption Certificate, Other, please list document: | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please specify which document/s: |  |

|  |
| --- |
| I declare to the best of my knowledge and belief that the information given on this application is correct in every detail. I understand that is an offence to give false or misleading information or to withhold relevant information. I also understand that Medway Council’s Housing Services will undertake checks to confirm this information and if any information is found to be false, I may be prosecuted, and action may be taken against my tenancy.  I hereby give my consent for Medway Council’s Housing Services to carry out a credit reference check and obtain relevant information from other Local Authority Departments and external agencies. |

**Person applying to become a joint tenant**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Date:** |  |

**Sole Tenant**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Date:** |  |

**What happens next?**

Medway Council’s Housing Services will send you an acknowledgement letter within 5 working days of receiving your application.

When all supporting documents have been provided, Medway Council’s Housing Services will assess your application and send a letter confirming the outcome within 10 working days.

**Please return the completed form and all the supporting documentation to:**

Medway Council, HRA Tenancy Services, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR

Contact Details: Tel: 01634 333344 or Email: housingtenancyteam@medway.gov.uk