**Medway Council Housing Services**

**Assignment Application**

What is an ‘assignment’?

An assignment is when you, the tenant (the ‘assignor’) gives your tenancy to another person (the ‘assignee’). Your tenancy does not end but the assignee becomes the tenant. The rights and responsibilities of the tenancy are passed from you to the new tenant.

For secure tenancies that started before 1st April 2012, and for all introductory tenancies, family members who have resided with you for at least 12 months and who live at the property as their main home will be considered.

For secure tenancies that started on or after 1st April 2012, Medway Council’s Housing Services only have to consider agreeing to an assignment to the persons listed below:

* A spouse
* A civil partner
* A person living with the tenant as a spouse or civil partner

If a tenancy has been assigned by a court order, please provide a copy of the court order to Medway Council’s Housing Services and this will be implemented according to the terms within the order.

**If you are interested in an assignment by mutual exchange, you do not need to complete this form, contact your Housing Officer for further information.**

**Reasons for Refusal:**

Your application for an assignment can be refused if:

The existing tenant:

* Has a live Notice of Seeking Possession or a Possession Order.
* Has 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 assignee:

* Has an existing tenancy or property.
* Is not a UK resident and is subject to immigration control.
* Cannot provide evidence of their relationship with the existing tenant
* Is a family member but cannot demonstrate that they have lived with the tenant as their main home for the 12-month period before the application.
* A cohabiting partner but cannot demonstrate they have lived with the tenant for a minimum 12-month period to the date of the application (for tenancies that began before 1st April 2012)

The property is not suitable as:

* The assignment would result in the property being overcrowded.
* The property has been adapted for disabled use and is not required by the new tenant.

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 an assignment is and what it will mean for you as a tenant, please email housingtenancyteam@medway.gov.uk or call 01634 333344.

**Assignment Application Form**

**Tenant Details**

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

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

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

|  |  |
| --- | --- |
| If yes, please state the name of joint tenant: |  |

**Proposed household details (**list permanent members of the household if the assignment was approved including applicant)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date of birth | Gender | Relationship to tenant |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Why do you want to assign your tenancy? Please provide details below:** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you understand that if an assignment is approved you will no longer be the tenant and have no rights to the tenancy? | Yes |  | No |  |

**Details of the person you want to assign your tenancy to**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Relationship to you |  |
| National Insurance Number |  |
| Contact Number |  |
| Email Address |  |
| How long have they lived at the property? |  |
| Address history for the past 5 years (continue on separate piece of paper if necessary) |  |
| Is the property their only or main home? |  |

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are they subject to immigration control? | Yes |  | No |  |

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

**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 be the assignee**

|  |  |
| --- | --- |
| **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