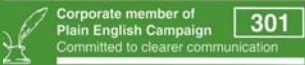


# Changing your tenancy



NCHLFT45

Your tenancy

## What is a tenancy change?



Your Tenancy Agreement is the document you sign when you agree to become the tenant of your home.

A tenancy change is where you wish to add, remove, or amend a name on your tenancy. This leaflet explains how you can change your tenancy by:

- Making a tenancy into a joint one
- Changing a tenancy from joint to sole
- Succession to tenancy
- Changing your name on the tenancy
- Transferring (or assigning) your tenancy.

## Making a joint tenancy



If you want your husband, wife or partner (including same sex partners) to be included on the tenancy you can apply for a joint tenancy. Joint tenancies are also available for tenants who want a live-in carer to be added to the tenancy.

In all cases, we need proof that the other person has been living at the property continuously for the last 12 months. You can show this through, for example, gas or electrical bills or bank statements sent to your address at least 12 months before the joint tenancy application.

Changing from a sole to joint tenancy will create a new tenancy.

## Changing from a joint tenancy



In some circumstances, such as a relationship breakdown, we will agree to change a tenancy from two tenants to one. Our approval will depend on your personal circumstances, so you should get advice from your area housing office if you wish to apply to change your tenancy in this way.

Changing from a joint to a sole tenancy will not create a new tenancy.

## Succession to tenancy



As a secure tenant, if you die, your partner or any adult permanently living in your home can take over your tenancy. This is what we call a 'succession' to a tenancy. The person who wants to take over your tenancy must apply to their area housing office.

If the person who takes over your tenancy dies, no one living with them will have an automatic right to take over the tenancy in the same way. But in some circumstances they can apply to have the tenancy transferred to them. Ask us for advice.

## Changing a name on a tenancy



Tenants can only change their name on the tenancy if they have legal proof that a change has taken place. For example, a marriage certificate or a Deed Poll notification. There is no change to the tenancy and the rent account remains the same.

## Transferring (or assigning) your tenancy



If you are leaving to live somewhere else, you can apply to transfer your tenancy, by Deed of Assignment, to your partner or a member of your family who has lived with you for at least a year. In this case, you should apply to your area housing office.



