

Joint tenancy



What is a joint tenant?

Joint tenants share the tenancy of the home with another person. If you are a tenant, you can apply to add a joint tenant.

Why might I want a joint tenancy?

You may want to add someone who already lives with you, or who will be moving in with you, to your tenancy. This may include your:

- son or daughter;
- husband, wife or civil partner, or someone you live with as if they were your husband, wife or civil partner;
- mother or father; or
- brother or sister.

How do I apply?

If you want to change your tenancy to a joint tenancy, you must fill in the application form attached.

If you have a husband, wife or civil partner, you must get their agreement to create a joint tenancy (A civil partner is someone you have a civil partnership with. A civil partnership is a formal arrangement that gives same-sex partners the same legal rights as a married couple.)

We may arrange to interview you and the person you want to share your tenancy with (known as the proposed joint tenant) to collect more information.

When we have all the information we need, we will give you our decision in writing within one month.

If we refuse your application we will tell you why. We will only refuse your application if we have a good reason to.

Why might my application be refused?

We will not give you permission for a joint tenancy if, for example:

- the proposed joint tenant is under 16;
- you, or the proposed joint tenant, have an ASBO or have been convicted of antisocial behaviour in the last 12 months;
- we have given you notice warning you that we may take action to evict you;
- we have evicted you or the proposed joint tenant in the past;
- the proposed joint tenant owes us rent on an old tenancy;
- your home is in a poor condition;
- the proposed joint tenant will make your home overcrowded;
- the proposed joint tenant doesn't plan to live in the property as his or her main home;
- the proposed joint tenant does not have the legal right to live in the UK;
- the proposed joint tenant is a registered sex offender;
- the property does not suit the proposed joint tenant's physical needs;
- we believe that the proposed joint tenant is forcing you to make the application; or
- the proposed joint tenant cannot understand the situation because of a serious learning disability.

Also, we may refuse to add a joint tenant if you do not give us all the information we need within one month of sending us your application. If we do not give our permission because of this, you can apply again when you have all the information.

What can I do if I don't agree with the decision?

You can appeal against our decision by writing to the Director within 28 days of receiving our decision letter. The proposed joint tenant cannot appeal against our decision.

What will happen next?

When we have agreed to make your tenancy a joint tenancy, we will arrange to meet you and the new joint tenant to discuss the final arrangements. We will agree a date that the joint tenancy will begin. We will give the new joint tenant a copy of the tenancy agreement, information on relevant policies, and information about his or her rights and responsibilities as a joint tenant.

We will arrange for you to get a new rent payment card containing your name and the joint tenant's name.

How do I end a joint tenancy?

There are different circumstances when you may want to end a joint tenancy.

- Joint tenants may want to end the tenancy and move out of the property.
- One joint tenant may want to be taken off the tenancy and move out of the property.
- One joint tenant may want to be taken off the tenancy but still live in the property.
- One joint tenant could die and the other tenant may want to take over the tenancy and stay in the property.

If you want to end a joint tenancy for any reason, contact your office and we will tell you what to do.

Important points

- All joint tenants will be equally responsible for paying the rent, and if the rent is not paid we can take action against one or both tenants.
- You must tell us about any change in your circumstances.
- If you need to, you can get independent legal advice from a solicitor or an organisation such as Citizens Advice.

Application for Joint Tenancy

Tenants name	
Address <i>Please include your postcode</i>	
Your home tel no	
Your mobile tel no	
Your email address	
Reason for requesting joint tenancy	
Proposed joint tenants name	
Relationship to you	
Their date of birth	
Their national insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Their gender	<input type="checkbox"/> male <input type="checkbox"/> female
Their current address <i>Please include postcode</i>	<p>i <i>You need to provide proof of this when you return this form (i.e council tax/utility bill)</i></p>
Date they moved in?	
Are they?	<input type="checkbox"/> an ANCHO tenant <input type="checkbox"/> a homeowner <input type="checkbox"/> a Private tenant, <input type="checkbox"/> a Council tenant <input type="checkbox"/> Other (please specify): _____
If they are a tenant who is their landlord?	

Please provide details of all addresses the proposed joint tenant has lived in for the past five years

Address		
Landlord		
Time in residence	Years:	Months:
Address		
Landlord		
Time in residence	Years:	Months:

Please provide details of all other people currently living in the house and any who would join your household as a result of this application being approved

Name	Relationship to you	Date of birth	Gender (M/F)	Live with you now (yes/no)

Please advise the following about the proposed joint tenant and anyone listed above:

1. Has action ever been taken against anyone for antisocial behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does everyone have a legal right to stay in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is anyone registered under the Sex Offenders Act 1997 as amended by the sexual Offences Act 2003?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has anyone been or ever been employed by ANCHO or is or has been a member of ANCHO's Management Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is anyone related to an employee of ANCHO or a member of ANCHO's Management Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I hereby declare that to the best of my knowledge the information I have given on this form is correct. I hereby authorise ANCHO to make any enquiries that are deemed necessary in connection with any information given by me, including any personal data protected by the Data Protection Act 1988.

Signature of tenant

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Date

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Signature of proposed joint tenant

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Date

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Please return this form to our office. A written reply will be received within one calendar month of receiving all the necessary information in writing.

ANCHO will not have consented to the Joint Tenancy unless you receive written consent.

FOR OFFICIAL USE ONLY

Date received

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Approved/Declined

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Signature (TO)

	Date:
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Signature (HC)

	Date:
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Questions

We're happy to help if you're unsure about what to do. Just call our Freephone number **03030 300 999**



Telephone: **01294 313121**



Email: **mail@ancho.co.uk**



Web: **www.ancho.co.uk**

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