



Exchange of Tenancy Standard Application Form

Name of Tenant	
Name of Joint Tenant	
Address & Postcode	
Date of application	
Tenancy start date	

Household Details:		
Name	Date of Birth	Relationship to Tenant

Type of House	
Size of house	
Type of heating	
Adaptations	

Is this house the matrimonial home? Yes/No

If yes, has your spouse consented to this transaction? Yes/No

(If no, the spouse's consent will be required to protect the spouse's occupancy rights.

Discuss appropriate methods of contacting the spouse to seek consent to the transaction)

Is this a joint tenancy?

Yes/No

If yes, has the joint tenant consented to this transaction?

Yes/No

(If no, the consent of the joint tenant will be required. Discuss appropriate methods of contacting the joint tenant to seek consent to the transaction)

OTHER PARTY DETAILS	
Tenants Name	
Joint Tenants name	
Address & Postcode	
Landlord Name	
Landlord Address & Postcode	
Tenancy start date	
Property Details	
Type of House	
Size of House	
Adaptations	
Type of heating	

Household Details:		
Name	Date of Birth	Relationship to Tenant

DECLARATION BY BOTH PARTIES

We understand that to the best of my knowledge the details I have given on this application form are true and correct

We understand that any false or misleading information or withholding relevant information, now and at any time, may result in Elderpark Housing Association taking court action to terminate the tenancy and recover possession of the property.

We give permission to Elderpark Housing Association to make any necessary enquiries in connection with my application for housing to verify the circumstances stated on the form

(For tenants who have the preserved RTB and/or a Fair Rent). I agree to seek further legal advice as I understand that if I voluntarily move I may be giving up my preserved RTB and Fair Rent which is registered with the Rent Office.

I understand and agree to the conditions noted in the declaration.

Applicant: _____ Date: _____

Joint Applicant: _____ Date: _____

Other party applicant: _____ Date: _____

Other party joint applicant: _____ Date: _____

For Office Use Only		Initials
Tenancy Reference Number:		
Date Tenancy Commenced:		
Rent Account Balance:		
Stage of Recovery Action:		
Current Anti-Social Action:		
Proposed tenant Details Confirmed:		
Date passed to HO for decision:		
Decision:		
If refused, state grounds for refusal:		
Notification Letter to Tenant:		
Lease Signed:		
Tenancy Change recorded on Capita:		