



What type of tenancy change are you requesting?  
 (Please see information sheet for definitions)

Succession       Name Change       Sole Tenancy       Joint Tenancy   
 to Joint Tenancy      to Sole Tenancy

Assignment

Why do you wish to apply for a change of tenancy?

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New Tenancy claimed by

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Relationship to Tenant

Please give details of your applicants' previous addresses over the last 5 years.

	Address	Dates From	Dates To	Name and Address of Landlord or did you own the property?
1				
2				
3				
4				

Do they have an outstanding debt to a previous landlord?      YES / NO

If yes, who was their landlord?

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Name of Landlord

Address

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Post Code

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Tel. No.

Do they have a repayment plan in operation?      YES / NO

If yes please give details:

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Has any person on this application been the subject of an anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02?	YES / NO
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If yes, which person was this?

Is anyone on this form Registered under the Sexual Offences Act (2003).	YES / NO
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If yes, which person is this?

**NOTE:** Any false or misleading information supplied by you verbally or in writing, may result in the suspension of your application in accordance with our Suspension Policy. After the property has been let, if information is proved to be false or relevant information has been deliberately omitted, you will be liable to legal proceedings.

**WHAT WE DO WITH YOUR PERSONAL DATA:**

Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Tenancy Change request and is necessary to support your allocation of a tenancy at the property identified on this application.

In making enquiries in connection with this Tenancy Change application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.

Further general information about how Hillcrest processes your personal data can be found on the Hillcrest's website [www.hillcrest.org.uk](http://www.hillcrest.org.uk) under the link "How we use your personal information", which can be found on our home page. If you do not have internet access, a hard copy is available on request.

**DECLARATION:** I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.

**PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION**

Signature of applicant ..... Date .....

Name (Block Capitals).....

Signature of joint applicant..... Date .....

Name (Block Capitals).....

**FOR OFFICIAL USE ONLY**

Tenant Ref. No.:

Current monthly rent: £

Property size:

Current Rent Balance:

Approved / Refused:

Signature:

Date:

EPC Required: YES / NO

Comments:

## **APPLICATION FOR TENANCY CHANGE – INFORMATION SHEET**

This form should be used to apply to change your tenancy. We have listed some frequently asked questions below, but please contact us should you have further questions.

As of the 1st November 2019, the Housing (Scotland) Act, 2014 changes the residency conditions of the following tenancy changes – succession, assignation and sole to joint. Please note also the information on adapted properties on page 1 of this application.

### **SUCCESSION (take over the tenancy after the tenant's death)**

#### **Q. The tenant of the house has died, who can succeed the tenancy?**

- A. In the event of the tenant's death, the Scottish Secure Tenancy can be succeeded to twice. Each time there are three levels of priority:

Level 1 – surviving spouse, civil partner or joint tenant. Please note, anyone in these categories will qualify automatically provided the property has been their only or principal home at the time of your death;

Level 2 – other members of the family over 16 years of age or co-habitants, providing this was their only or principal home for 12 months prior to the tenant's death and had been registered as part of the tenant's household;

Level 3 - carers over 16 years of age, providing the property was their only or principal home for 12 months prior to the tenant's death and had been registered as part of the tenant's household.

All notices of rights to succeed must be advised to us within 28 days of the death of the tenant.

### **ASSIGNATION (pass your tenancy to someone else)**

#### **Q. My daughter or son has been living with me and I am going into residential care or moving away to another area, can I assign the tenancy to them?**

- A. Yes, you can assign the tenancy to someone as long as they are over 16 years of age and have been registered with us as living in the property as their only or principal home for at least 12 months prior to application.

### **SOLE TO A JOINT TENANCY**

#### **Q. Can I apply to become a joint tenant?**

- A. Yes, you can apply to become a joint tenant if you are over 16 years of age and share one of our houses with the tenant as your only or principal home. You must have been registered as part of the tenant's household for the 12-month period prior to application. This applies to anyone wanting to become a joint tenant, including spouse, civil partner or co-habiting partner.

### **JOINT TENANCY TO A SOLE TENANCY**

#### **Q. I am a joint tenant with my husband/wife or partner and wish to sign the tenancy over to them, what should I do?**

- A. The joint tenant leaving the property must give us and the remaining tenant 28 days' notice in writing. The remaining tenant should complete this "Application for Tenancy Change" form.

PLEASE SEND YOUR COMPLETED APPLICATION FORM  
TO ANY OF OUR LOCAL OFFICES

**DUNDEE : FREEPOST RTXY-LXBJ-TGKR**

4 South Ward Road, Dundee, DD1 1PN  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

**ARBROATH : FREEPOST RRSR-CLHZ-EAHZ**

1 North Grimsby, Arbroath, DD11 1NU  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

**PERTH (COVERING FIFE): FREEPOST RRSR-CKYB-BLRK**

55 Huntingtower Road, Perth, PH1 2LH  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

**EDINBURGH: FREEPOST RRSR-CGKR-GZGA**

160 Dundee Street, Edinburgh, EH11 1DQ  
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

Customer Contact: **0300 123 2640**

E: **customerservice@hillcrest.org.uk**

**www.hillcresthomes.org.uk**



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