

REQUEST FOR ASSIGNMENT OF TENANCY

(To be completed by a tenant who wishes to assign their tenancies to a person who would have succeeded to the tenancy in the event of their death)

I the current joint/sole secure tenant of
..... request your formal approval to assign the above
tenancy to:

I attach for your information : marriage certificate/proof of residence/other (please indicate)
.....

REASON FOR REQUEST :

FORWARDING ADDRESS OF CURRENT TENANT:

.....

DATE OF PROPOSED ASSIGNMENT

SIGNED DATE

WITNESSED NAME

DATE

FOR OFFICE USE ONLY

Instructions	Tick Box
Joint to Sole Tenancy – Tenancy papers not required	
Sole to Joint Tenancy – Tenancy papers required	
New Tenancy – Tenancy papers required	

Proposed date assignment will take place: _____

Signed: _____ Dated: _____
Housing Officer

Approved/Not Approved: _____ Dated: _____
Area Housing Manager