

**Wigan Council   
Application for amendment to tenancy**

**Please complete the attached application form and take note of which guidance note is relevant to you. Please ensure that you submit all documentation you have been asked for as failure to do so can delay or prevent your application from being processed.**

**Please return to:- Tenancy Services, Wigan and Leigh Homes, PO Box 48,**

**Wigan, WN3 4WY**

**Guidance Note 1- Add a new person to the tenancy**

You will need to provide documentary evidence, (i.e. utility bill, bank statement), that proves that the applicant has been residing at the property with you for the last 12 months. Please provide documents that are as close to 12 months old as possible. Documents that are too old or even too recent cannot be accepted to prove that the applicant has been living at the property for the last 12 month period.

If you are married to the applicant the 12 months residency criteria does not apply but you must provide a copy your marriage certificate.

**Guidance Note 2 - Assign the tenancy to someone else**

You will need to provide documentary evidence, (i.e. utility bill, bank statement), that proves that the applicant has been residing at the property with you for the last 12 months. Please provide documents that are as close to 12 months old as possible. Documents that are too old or even too recent cannot be accepted to prove that the applicant has been living at the property for the last 12 month period.

**Guidance Note 3 - Remove a person from the tenancy**

You do not need to provide any documentary evidence however you should, where possible, ensure that you have cleared any rent arrears or other housing related debt you may have.

**Guidance Note 4 - Tell us about the death of a tenant**

Please provide us with a copy of the death certificate.

**Guidance Note 5 - Change your name**

Please provide us with us with proof that your name has changed i.e. a legal deed or official documents with your preferred name such as a drivers licence or passport.

**Application for Amendment of Tenancy**

**Current Tenancy Details:**

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Bedrooms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of current tenant(s)

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part A** What changes do you want to make to the tenancy?

Add a new person to the tenancy 🞎 **Please answer part B**

See guidance note 1

Remove your name and assign the tenancy to someone else 🞎

**Please answer part B**

See guidance note 2

Remove a person from the tenancy 🞎 See guidance note 3

Tell us about the death of a tenant 🞎 See guidance note 4

Change your name 🞎 See guidance note 5

**Part B**

Name of person applying for tenancy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the new applicant:

Hold a tenancy elsewhere Yes 🞎 No 🞎

Have a legal interest in another property Yes 🞎 No 🞎

|  |
| --- |
|  |

**Name of all persons who will occupy the property**

**if the application is approved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Relationship i.e. son/ daughter** | **Date of Birth** | **Time at Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration**

The information that I/we have given is true and correct to the best of my/our knowledge. I understand that Wigan & Leigh Housing, on behalf of Wigan Council, or any partner agency such as a Housing Association, can take back any tenancy given as a result of this application if the information provided is found to be false or misleading.

**Signed**

Tenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joint Tenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date