



E a s t R e n f r e w s h i r e C o u n c i l

Change of Tenancy Application Form

OFFICIAL USE ONLY

NOTES _____

Date Applicant Notified _____ Signature of Officer _____



Q.1 PERSONAL DETAILS

CURRENT TENANCY DETAILS

Name(s) _____

Address _____

Post code _____ Telephone number _____

House Type _____ House Size _____

Date of Entry _____

Q.2 FAMILY COMPOSITION

NAME	RELATIONSHIP TO TENANT	DATE OF BIRTH

Q.3 PLEASE DESCRIBE BELOW THE CHANGE OF CIRCUMSTANCES THAT HAS PROMPTED YOUR REQUEST FOR A CHANGE OF TENANCY.

Q.4 ARE YOU REQUESTING A CHANGE OF TENANCY TO ADD ANOTHER PERSON TO YOUR TENANCY?

YES NO IF NO, GO TO Q5

IF YES PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT THE PERSON YOU WANT ADDED TO YOUR TENANCY

Name _____

Date of Birth _____

How long has this person lived at your address? _____

Q.5 DO YOU WISH TO GIVE UP YOUR TENANCY AND FOR IT TO BE GIVEN TO SOMEONE ELSE?

YES NO

IF YES PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT THE PERSON YOU WANT TO GIVE YOUR TENANCY TO

Name _____

Date of Birth _____

How long has this person lived at you address? _____

Why are you giving up your tenancy? _____

Please provide a forwarding address _____

Q.6 PLEASE PROVIDE PREVIOUS ADDRESSES FOR THE LAST 10 YEARS FOR THE PERSON NAMED IN QUESTION 4 OR 5.

ADDRESS	LANDLORD	FROM MONTH YEAR	TO MONTH YEAR	REASON FOR LEAVING

DECLARATION

TO BE COMPLETED BY ALL APPLICANTS

I declare to the best of my knowledge and belief that the information given on this document is true and complete and I consent to the making of such enquiries as may be necessary.

Signature _____ Date _____

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To assist with the process of assessing your application you should complete all questions as fully as possible. Staff are available to assist you in completing this form if required, by telephoning customer services on 0141 577 3001.

If you require this form in large print or Braille telephone our customer service officer on 0141 577 3184.

इस सूचना-पत्र मे उल्लेखित सूचना यदि आप हिन्दी अनुवाद मे चाहे तो कृपया सम्पर्क करे ।

如果您想得到该资料所含信息的译文，请联系：

ਜੇ ਤੁਸੀਂ ਇਸ ਲੀਫਲੈਟ ਵਿਚ ਦਿਤੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਚਾਹੁੰਦੇ ਹੋ ਇਥੇ ਸੰਪਰਕ ਕਰੋ।

اگر آپ اس لیف لیٹ میں درج معلومات کا ترجمہ اپنی زبان میں چاہتے ہیں تو ہم سے رابطہ کریں

If you would like the information contained in this form translated, please contact: 0141 577 3184.

**Once completed please send or hand in the form to Housing Offices at
211 Main Street Barrhead G78 1XG East Renfrewshire or
190 Carnwadric Road Thornliebank G46 8HH East Renfrewshire.**