



Transfer Tenancy Request

Request to Transfer a Tenancy	
Full names of current tenant(s)	1. 2.
Address	
Post Code	
Telephone	1. 2.
Tenancy Start Date	
Type of Tenancy	Introductory <input type="checkbox"/> Secure <input type="checkbox"/>
Property Type	
Reason(s) for wishing to transfer the tenancy	Marriage <input type="checkbox"/> Succession <input type="checkbox"/> Death <input type="checkbox"/> Divorce <input type="checkbox"/> Other <input type="checkbox"/>
Tenancy to be transferred to	Joint Tenancy <input type="checkbox"/> Sole Tenancy <input type="checkbox"/>
Requested Date of Transfer	

Please note that when you transfer the tenancy to joint names, the Council is unable to arbitrate in any resulting disputes as to the future of the tenancy. In becoming a joint tenant you are jointly liable for the tenancy, including all rental payments and associated payments.

Please note that a tenancy can only be transferred once. No further amendments will be made to the tenancy if this request is approved.

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Details of tenant that is seeking to have their name removed from the tenancy	
Name	
Correspondence address	
Residential address	
Date moved out of Council address	

Details of tenant that is seeking to have their name added to the tenancy	
Name	
Previous addresses (inc last 5 years)	
Date moved into Council address	

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To be signed by the tenant whose name is to be removed from the tenancy	
I understand that in removing my name from the tenancy of(insert address here)	
I am relinquishing all rights to that tenancy.	
Signed:	Date:

To be signed by the tenant who is to accept the joint/sole tenancy	
I understand that in accepting the joint/sole (*) tenancy of(insert address here)	
I am jointly/solely (*) liable for the tenancy (*) delete as applicable	
Signed:	Date:

For Office Use Only	
Date request received	
Decision made	
Reason for decision	

Transfer Tenancy Request

Declaration

I/we authorise Rugby Borough Council to make any enquiries about this application and understand and consent to the Council's need to obtain and keep information regarding to me and where appropriate my family and that it may from time to time need to process sensitive personal data with regard to such matters as racial or ethnic origin, physical or mental health or condition, or the commission or alleged commission of any offence or any proceeding relating to it.

The information is required so that the Council is able to process your application and demonstrate fairness in service delivery and the information is crucial to being able to conduct our relationship with you.

Information held will be kept whilst your application is being considered and we may from time to time ask you to confirm its accuracy.

Signed:	Date:
Signed:	Date:

Please return this completed form to:

Housing Management Team, Rugby Borough Council, Town Hall, RUGBY, CV21 2RR.

Telephone: 01788 533533

White		Black or Black British		Asian or Asian British		Mixed		Chinese or other	
British		Caribbean		Indian		White & Black Caribbean		Chinese	
Irish		African		Pakistani		White & Black African		Other*	
White background Other*		Black background Other*		Bangladeshi		White & Asian			
				Asian background other*		Mixed background other*			
* If 'other', please specify									