# **Application to Assign Tenancy**

**Please Note:** that before a tenant can assign their tenancy, they must have lived in the property for the **twelve-month period** immediately before any application to pass on the tenancy to someone else can be made.

## Your current tenancy details

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Property address:

Postcode:

Telephone:

Name of tenant/s:

Tenancy Start Date:

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| 1. **Details of all other persons currently resident in the property:**
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| --- | --- | --- | --- | --- |
| Name |  | Relationship to tenant |  | Date of birth |
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| 1. **Details of the Proposed Assignee/s:**

Please note: East Lothian Council must have received a completed **Household Form** that notes the details of any potential assignees as living in the property for a minimum of **twelve months** before any application to assign can be accepted.  |
| **Details of proposed assignee/s continued:**

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| --- | --- | --- | --- | --- |
| Name |  | Date of Birth |  | Length of Residency at above address. (YY/MM) |
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| 1. **Details of all other persons who will be residing at the property after the proposed assignation:**
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| --- | --- | --- | --- | --- |
| Name |  | Relationship to tenant |  | Date of birth |
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| **Date of proposed assignation\*** |  |

 \* Date should be agreed with the Community Housing Officer. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Declaration – to be signed by all current tenants:I request to assign my tenancy in terms of Section 32 and Schedule 5 of the Housing (Scotland) Act 2001.I confirm that I have provided true information. I am aware that deliberately withholding information or giving false information may lead to this application being cancelled.I agree that, on ending my tenancy at the above address, the tenancy will be assigned to the above person/s\*.I confirm that I have not and will not receive any payment, financial or otherwise, in consideration of the transaction.

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| --- | --- | --- | --- | --- |
| Signature |  | Print name |  | Date  |
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| Declaration – to be signed by proposed assignee/s:I confirm that I have provided true information. I am aware that deliberately withholding information or giving false information may lead to this application being cancelled.I confirm that I understand that I will be liable for any existing rent arrears accrued by the original tenant.I confirm that I have not and will not make any payment, financial or otherwise, in consideration of the transaction.

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| --- | --- | --- | --- | --- |
| Signature |  | Print name |  | Date  |
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