# **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:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Relationship to tenant |  | Date of birth | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | --- | | **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.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signature |  | Print name |  | Date | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
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