**JOINT TO SOLE TENANCY APPLICATION**

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| **Part 1: Tenant(s) to complete** |
| **Name of Tenant (Party One)** | **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Name of Tenant (Party Two)** | **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Address** |  |

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| Please state details of all other people for whom accommodation is required: (your family who will be living with you) |
| **Title** | **First Name(s)** | **Last Name** | **Date of Birth** | **Relationship** | **Sex** |
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| **Reason for Application** |  |

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| **Which joint tenant will take on the Sole Tenancy?** |
| **Name of Tenant** | **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |

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| **Signed** |
| **Tenant (Party One)** |  | **Date** |  |
| **Tenant (Party Two)** |  | **Date** |  |

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| **Part 2: Citizen to complete** |
| **Case Reference Number** |  |
| **Application Approved? Yes/No (If no, provide reason in writing)** |  |
| **Size & Type of Property** |  |
| **Tenancy Type** |  |
| **Rent Account Balance** |  |
| **Name of Officer** |  | **Date** |  |
| **Signed by Officer** |  |
| **Name of Manager** |  | **Date** |  |
| **Signed by Manager** |  |

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**Please send the completed form back to** **info@citizenhousing.org.uk** **or by post to Citizen Housing, 4040 Lakeside, Solihull Parkway, Birmingham, B37 7YN**