**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** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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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