**SOLE TO JOINT TENANCY APPLICATION**

The purpose of this application is to:

* Assess the joint applicant’s suitability to be offered a joint tenancy with Citizen
* Consider any support the joint applicant may require to ensure the sustainability of the tenancy.

**On receipt of the application and supporting documentation, if you are eligible to change your tenancy, a visit will be arranged to carry out an inspection of the property and to discuss the following:**

* Outline the terms and conditions of the tenancy agreement and joint responsibilities for the joint applicant.
* To ensure that the both the existing resident and joint applicant understand the implications of entering into a joint tenancy and what this means for them.

**Application to be completed and submitted by Citizen resident only.**

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| --- | --- | --- |
| **Name of Tenant** | | |
| **Title** |  | |
| **First Name(s)** |  | |
| **Last Name** |  | |
| **Address of Tenant** | | |
|  | | |
| **Name of Applicant** | | |
| **Title** |  | |
| **First Name(s)** |  | |
| **Last Name** |  | |
| **Date of Birth of Applicant** | | **National Insurance Number of Applicant** |
|  | |  |
| **Telephone Number of Applicant** | | **Email Address of Applicant** |
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| **Is the applicant known by another or names?** | | |
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| **What is your main Language?** |  |

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| **If English is not your main language, how well can you speak English?** | | | | | | | |
| **Very well** |  | **Well** |  | **Not very well** |  | **Not at all** |  |

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| **Can you read English?** | **Yes** |  | **No** |  |

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| **If you cannot read English, what language can you read?** |  |

**NATIONALITY OF APPLICANT AND RIGHT TO RENT**

**This information is required by law**

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| --- | --- | --- | --- | --- |
| **Is the applicant a UK national resident in UK?** | **Yes** |  | **No** |  |

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| **Is the applicant a UK national returning from residence overseas?** | **Yes** |  | **No** |  |

The UK has left the European Union (EU) and the Immigration and Social Security Co-ordination (EU Withdrawal) Act 2020 ended free movement on 31 December 2020. On 1 January 2021, a grace period of six months began, during which time relevant aspects of free movement were saved to allow eligible EU, EEA and Swiss (EEA) citizens and their family members resident in the UK by 31 December 2020 to apply to the EU Settlement Scheme (EUSS). This period ended on 30 June 2021.

Since 1 July 2021, EEA citizens and their family members are required to hold a valid immigration status in the UK, in the same way as other foreign nationals. They can no longer rely on an EEA passport or national identity card to prove their right to rent.

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| **Is the applicant from an EU or EEA Country? – see list below** | **Yes** |  | **No** |  |

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| --- | --- | --- |
| **The EU countries are:** | | |
| **Austria** | **Belgium** | **Croatia** |
| **Republic of Cyprus** | **Czech Republic** | **Denmark** |
| **Estonia** | **Finland** | **France** |
| **Germany** | **Greece** | **Hungary** |
| **Ireland** | **Italy** | **Latvia** |
| **Lithuania** | **Luxembourg** | **Malta** |
| **Netherlands** | **Poland** | **Romania** |
| **Slovakia** | **Slovenia** | **Spain** |
| **Sweden** |  |  |

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| **The EEA includes EU countries and also:** | | |
| **Iceland** | **Liechtenstein** | **Norway** |
| Switzerland is neither an EU nor EEA member, but Swiss nationals have the same rights to live and work in the UK as other EEA nationals. | | |

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| **Any other country (please specify)** |  |

**PROOF OF IDENTIFICATION**

Please provide proof of identity, **either one of box A or two of box B must** be provided

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|  | **Document Provided** | | **Document Number** |
| A – one document required | UK Passport |  |  |
| National Identity Card |  |
| Settled Status – See government website below  <https://www.gov.uk/check-tenant-right-to-rent-documents> | |
| B – two documents required (if none of box A provided) | Driving Licence |  |  |
| Birth Certificate |  |
| DWP/HMRC |  |
| Employer Letter |  |
| Letter from Police or Doctor |  |
| *All letters to be dated within last 3 months – see government website below for further examples*  <https://www.gov.uk/check-tenant-right-to-rent-documents> | |  |

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| **For Office Use Only** | | | | |
| **Does the applicant have the right to rent? (Refer to policy guidelines)** | **Yes** |  | **No** |  |

**PREVIOUS 12 MONTHS PROOF OF RESIDENCE REQUIRED**

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| --- |
| **Please provide the following:** |
| **One proof from the confirming identification for the applicant at your address**  (Passport, driving licence, birth certificate, home office paperwork, residency permits) |
| **3 Proofs of address at this property**  (Utility bill, bank statement, Council Tax Bill required) |

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| **Employment Status** | | | | | |
| **Full Time** |  | **Part Time** |  | **Job Seeker** |  |
| **Retired** |  | **Unemployed** |  | **Not Seeking Work** |  |
| **Student Over 18** |  | **Unable to work due to illness/disability** |  | **Other** |  |

**DISABILITIES AND ILLNESSES**

**(The provision of disabilities and illnesses information is voluntary)**

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| **Detail below if the applicant suffers from any long-term health problems or disabilities** | | | | | | | |
| **Physical** |  | **Mental Health** |  | **Learning Difficulties** |  | **Medical** |  |
| **Sensory Hearing** |  | **Sensory Sight** |  | **Sensory Speech** |  | **Dementia** |  |
| **Details** |  | | | | | | |

**PREVIOUS ADDRESS/TENANCY HISTORY**

Please give us details of all the addresses where the applicant has lived over the past five years, including this address.

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| **Does the applicant give us permission to contact their previous landlords for a reference?** | **Yes** |  | **No** |  |

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| **Joint Applicant** | | | |
| **Address** | **Landlord details (include contact information)**  **Living at home and ownership of properties.** | **Dates to and from** | **Reason for leaving** |
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| **Is this the applicants first tenancy?** | **Yes** |  | **No** |  |

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| **Does the applicant owe any debt (this includes rent arrears and any other charges i.e., court costs or rechargeable repairs to any Landlord, including Citizen?** | **Yes** |  | **No** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Landlord Debt Owed To** | **Amount of Debt Owed** | **Reason for Debt** | **Agreement to Clear?**  **(Provide details)** |
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**ANTI-SOCIAL BEHAVIOUR (ASB)/CONVICTIONS**

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| --- | --- | --- | --- | --- |
| **Has the joint applicant in the past been served with an injunction order?** | **Yes** |  | **No** |  |
| **If yes, please provide details** | | | | |
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| **Does the joint applicant have any unspent criminal convictions?** | **Yes** |  | **No** |  |
| **If yes, please provide details** | | | | |
|  | | | | |

**APPLICANTS EMERGENCY CONTACT/NEXT OF KIN**

|  |  |
| --- | --- |
| **Emergency Contact 1** | |
| **Name** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Relationship** |  |

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| --- | --- |
| **Emergency Contact 2** | |
| **Name** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Relationship** |  |

**PRE-JOINT TENANCY ASSESSMENT**

**Emergency Contact/Next of Kin -** I confirm that the person(s) named have consented to Citizen processing their data for the provided purpose. If required, it may be necessary for Citizen to contact the named individuals.

**\*** Your personal details such as name, address, tenancy start, and end date and any forwarding addresses would be shared with the utility service companies and relevant local authorities where there is legal justification to do so. This will be applicable pre-tenancy and during the course of our relationship and post tenancy in the event that monies are owed to the utility companies.

**DIGITAL PHOTO**

Under tenancy contract we are entitled to take your photo for identity purposes. For further information in respect of how we process your personal data, please see <https://www.citizenhousing.org.uk/privacy/#row1> Please select the Housing Customers Privacy Notice.

**DATA PROTECTION**

The information gathered above is required to establish whether any support is necessary to help you sustain your tenancy. Under the Data Protection Act 2018, Citizen is the controller of this information and confirms it will be kept safe and secure and not be shared with other agencies unless you give us express permission to do so. For further information on Citizen’s Privacy Notice and how Citizen use your information, please visit <https://www.citizenhousing.org.uk/privacy/#row1>

**DECLARATION**

**The Information you provide on this form is collected using the legal justification under General Data Protection Regulation (GDPR) of entering into a potential contract. Furthermore, special categories data, such as Ethnicity, Health and Criminal Convictions are reliant on legal justification of public interest.**

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| **Have you ever been employed by Citizen?** | **Yes** |  | **No** |  |

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| --- | --- | --- | --- | --- |
| **Are you related to any board members or staff at Citizen?** | **Yes** |  | **No** |  |

Please note that any false or misleading information given may lead to prosecution and may result in eviction from the tenancy offered.

I understand that any information given by me relating to this joint tenancy application or given with my consent by others will be held on record.

I understand that Citizen may contact any individuals or agencies referred to on this form including obtaining a reference from current or previous landlords.

In addition, I understand where necessary further individuals or agencies may be contacted in order to process and/or verify this joint application.

I will inform Citizen of any change in my circumstances and am aware that this may affect my application.

I confirm the details provided in this statement are, to the best of my knowledge, true.

|  |  |
| --- | --- |
| **Signed (by Tenant)** |  |
| **Signed (by Joint Applicant)** |  |
| **Date** |  |

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