

Joint to sole tenancy change request form



Section A: Your tenancy details

A1 Tenant (who will stay in the property)

Guidance for completing this form

L&Q will only change a joint tenancy to a sole tenancy where it has either the agreement of both parties, or a court order setting out the change. In all instances where either party is unwilling to give up their tenancy, they should seek independent legal advice. We normally expect tenants rent accounts to be up to date before a tenant applies for a change to tenancy.

Where possible both parties must complete forms (A1 for the tenant intending to stay as a tenant and A2 for the tenant wishing to be removed from the tenancy) indicating a willingness for the change. A notice to quit form must also be completed.

If the tenant who is leaving or has left is unwilling or unavailable to sign to the form the remaining tenant must secure a court order and submit it with the form below.

The application should be submitted along with copies of evidence and the change will be considered. The tenants will then be advised a) whether L&Q are satisfied with the evidence submitted and that it is the will of both parties and b) whether L&Q are happy to provide the remaining tenant with a new tenancy. A notice to quit (section D) should then be submitted and the tenant will negotiate, sign a new agreement and complete a housing application form. Should there be any rent arrears remaining on the joint tenancy account, they will become the responsibility of the remaining sole tenant. L&Q advises that you seek independent legal advice before you complete this form. This is to ensure you fully understand the legal implications of serving a notice to quit.

Please note: L&Q advises that you seek independent legal advice before you complete this form. This is to ensure you fully understand the legal implications of any potential change in tenancy.

Full Name	
Address	
Postcode	
Declaration	<p>By signing this declaration, I agree to end the joint tenancy and to take on a new tenancy in my sole name at the above property. (Unless you are affecting the change via a deed of assignment, in which case the tenancy will be amended to your name.)</p> <p>I agree to observe all of the conditions of the tenancy and accept sole responsibility for any existing and/or future breaches of the conditions of said tenancy (including but not limited to arrears of rent) whether the breach occurred before or after the date of this application.</p> <p>Signature _____ Date _____</p>

Section A: Your tenancy details

A2: Retiring Tenant (who is giving up tenancy)

Guidance for completing this form

L&Q will only change a joint tenancy to a sole tenancy where it has either the agreement of both parties or there is a court order setting out the change. In all instances where either party is unwilling to give up their tenancy, they should seek independent legal advice.

If you wish to give up your interest in a joint tenancy you must complete the form below. Once the forms have been completed and submitted (along with copies of the evidence documents) the application for the change will be considered and a decision given to the tenant(s). If L&Q agree to the request for a new sole tenancy a notice to quit form must be completed to end the joint tenancy.

You will normally also be requested to come in in person.

Please note that this change to the tenancy may affect any future local authority homeless or housing applications.

Current law means that you cannot change your mind after you have handed in your notice to quit. L&Q advises that you seek independent legal advice before you complete this form. This is to ensure you fully understand the legal implications of these actions.

Please note: L&Q advises that you seek independent legal advice before you complete this form. This is to ensure you fully understand the legal implications of any potential change in tenancy.

Full Name	
Address	
Postcode	
Declaration	<p>By signing this declaration, I agree to give up all interest in the joint tenancy at [insert address]</p> <p>I am signing this document of my own free will and have not been put under any improper pressure and have sought independent advice if it was required.</p> <p>Signature _____ Date _____</p>

Section B: Supporting Documents

For all of the tenants listed in this application we will require:

- 1 x Photographic proof of ID
- 1 x Proof of residency

Proof of Identity	Proof of Residency
Current signed passport	Council tax bill for the current council tax year
Current UK or EEA photo card driving license	Utility bill (gas, electric, landline phone bill)
Residence permit issued by the Home Office to EEA nationals	Original notification letter from Benefits Agency
Full UK birth or adoption certificate	HMRC letters or tax demands dated within the current financial year
EEA member state identity card	Bank, Building Society or Credit Union statement or passbook dated within the last three months

Name and Address of Landlord:

L&Q, 29-35 West Ham Lane, Stratford, London E15 4PH.

Section C: To be completed by L&Q

Summary of circumstances of the case:

Have both parties agreed to the tenancy?

Yes ☐

No ☐

If No is there a valid court order (please attach)?

Yes ☐

No ☐

Current Rent Balance?

Any breaches of tenancy?

Yes ☐

No ☐

Proof of identity provided by tenant?

Yes ☐

No ☐

Proof of identity provided by retiring tenant?

Yes ☐

No ☐

Proof of residency provided by retiring tenant?

Yes ☐

No ☐

☐ Tenancy change application **approved** (please state reasons)

☐ Tenancy change application **refused** (please state reasons)

Additional Notes:

Case Manager

Signed:

Print full name:

Date:

Approved by Regional Manager

Signed:

Print full name:

Date:

Please complete and return this form to the below address:

L&Q - Central Support Services

29-35 West Ham Lane, Stratford, London, E15 4PH

Email: centralsupportservices@lqgroup.org.uk

Tel: 0300 456 9996

L&Q