

Application for Assignment of Tenancy

Name of Tenant _____

Address

Postcode _____

Home Tel. _____

Mobile No. _____

Email Address _____

In order for a member of your household to assign to your tenancy the person must have been living in your property as their only principal home for the **12 months before making this application. The Association must also have been informed that they were a member of the household.**

PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS

Do you require any of the following options to aid you with your application?

Large Print Text

Language Interpreting Service

Braille Text



Tenancy Reference No.

Date Returned:

1. Please provide details of all persons presently occupying the property:

Full Name	Relationship to main applicant(s)	Date of Birth	Date Joined Household
	Tenant		
	Joint Tenant (if applicable)		

Do you intend to remain in the house if the assignment is granted? Yes No

If NO please provide forwarding address:

2. Assigning Tenant

Name of Person to whom you wish to assign the tenancy

Full Name	Male/ Female	Relationship to Tenant	Current / Previous Address	Age	Date of Birth

Details of household members remaining in the household:

Full Name	Male/ Female	Relationship to Tenant	Proposed Forwarding Address

What is the reason for the assignation?

Has anyone included on this application been evicted for anti-social behaviour within the last 3 years?

Yes

No

If Yes, please provide details:

Name of Person Evicted _____

Evicting Landlord _____

Has any person covered by this application been the subject of an Anti-Social Behaviour Order (ASBO) under Section 19 of the Crime and Disorder Act 1998, on or after 30th September 2002?

Yes

No

If YES please provide details:

Name of person subject to ASBO _____

Are you, or any person noted on this application form required to register with police under the Sex Offenders Act 1997

Yes

No

DECLARATION

Please read through the following statements and sign at the bottom to acknowledge and show you understand and agree with them

- I declare that to the best of my knowledge, the answers given to the questions on this form are true and accurate. I/We understand that any false information provided may result in my/our application to run a business from home being cancelled.
- I/We authorise the Association to make any necessary enquiries to verify the accuracy of the information provided.
- I/We understand that illegal activity as a result of this arrangement will result in action being taken against my tenancy.
- I confirm that I will notify Angus Housing Association immediately of any changes in my circumstances as related in this application.
- I understand that the issue of this form does not guarantee permission to assign tenancy from Angus Housing Association Limited

Name (Block Capitals) _____

Signature of Tenant _____ Date _____

Name Joint Tenant (Block Capitals) _____

Signature of Joint Tenant _____ Date _____

Name of Proposed New Tenant (Block Capitals) _____

Signature of Proposed New Tenant _____ Date _____

This form should be used to request permission to assign or transfer your tenancy to another member of your household.

Please read the questions and answers carefully before completing this form. If you have any other questions, please contact your Housing Officer or request a copy of the Association's "Guide to Assignment and Transfer of Tenancy"

Q. Who is a member of my household?

- A. • Anyone who is a member of your family, including "dependents" – (this means someone who relies on you for support, e.g. a child or an older relative needing care).
- If a member of your family is coming to stay with you then please ask for a "Change in Household Details" form
- For anyone coming to stay with you, who is not a member of your family, please ask for the Application Form "Taking in a Lodger".

Q. Who would qualify for an assignment of tenancy?

- A. • Housing (Scotland) Act 2014 clarifies who a tenancy can be assigned to.

The house must have been the assignees only or principal home throughout the period of 12 months before the date of application. To satisfy this requirement the proposed tenant must have registered with and been accepted by the Association as a member of the household and declared as part of the household with the appropriate authorities

Q. How long will you take to decide?

- A. Association will notify you of their decision within one month of this application being received

Once completed please send your form to:

Arbroath Office:

Angus Housing Association Ltd
93 High Street
Arbroath
DD11 1DP

Dundee Office:

Angus Housing Association Ltd
Ormiston Crescent
Whitfield, Dundee
DD4 0UD

OFFICIAL USE ONLY

Tenant Ref No: _____ Date Application Rec'd: _____

Approved _____ (Housing Manager) Date _____

Refused _____ (Housing Manager) Date _____

Decision Letter Sent _____ (Housing Officer) Date _____

New Tenancy Ref No _____ New Tenancy Start Date _____

YOUR PERSONAL INFORMATION (TENANT)

We, Angus HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Full Statement available on our website

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at angusdpo@infolawsolutions.co.uk or writing to: **The Data Protection Officer, Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP.**

You can contact us by: e-mail at admin@aha.org.uk; telephone on **0345 177 22 44**; or writing to: **Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP**

Angus Housing Association Limited

93 High Street, Arbroath
Angus DD11 1DP

The Square, Ormiston Crescent
Dundee DD4 0UD

Tel 0345 177 2244 Email admin@aha.org.uk www.angusha.org.uk

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