

# Application for Joint Tenancy

Name of Tenant(s) \_\_\_\_\_  
\_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_

If you are requesting a joint 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)	Age	Date of Birth
	Tenant		

**REASON(S) for applying for a joint tenancy**

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**Details of proposed joint tenant**

Full Name	Current Address	Date of Birth	Telephone Number	Relationship to You

**Have you informed Housing Benefit / UC of this change?**Yes No **Will other people be moving in with the proposed joint tenant?**

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

**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 take in a lodger from Angus Housing Association Limited

Name (Block Capitals) \_\_\_\_\_

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

Name Joint Tenant (Block Capitals) \_\_\_\_\_

Signature of Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_

## PROPOSED JOINT TENANT DECLARATION

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

I declare that the information provided above is true and that I wish to become a joint tenant at the property detailed above. I confirm that the property at the address above is, or will be from the date on which the joint tenancy takes effect, my only or principal home. I have seen and understand the terms and conditions of the Scottish Secure Tenancy Agreement under which I wish to become a joint tenant.

Name (Block Capitals) \_\_\_\_\_

Signature of Proposed Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_

**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: \_\_\_\_\_ New Tenant ref No. *(if applicable)*: \_\_\_\_\_

Decision: Request Granted  Request Refused  *(please tick as appropriate)*

Name of Officer: \_\_\_\_\_ Date of decision: \_\_\_\_\_

Reason for refusal *(if relevant)*:

Records Updated \_\_\_\_\_ Letter Sent: \_\_\_\_\_ Date \_\_\_\_\_

Housing Officer \_\_\_\_\_ Date \_\_\_\_\_

Housing Manager \_\_\_\_\_ 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](mailto: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](mailto: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](mailto:admin@aha.org.uk) [www.angusha.org.uk](http://www.angusha.org.uk)

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