

Request to End Your Interest as a Joint Tenant

Name of Tenant(s)

Address

Postcode

Home Tel.

Mobile No.

Email Address

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



Date Issued:

Date Returned:

This form should be signed and dated by both the person wishing to end his interest in the tenancy, their partner (if they are not joint tenant), and the remaining joint tenant(s)

SECTION 1:

To be completed by joint tenant wishing to end his or her interest in the tenancy

1. Name _____

2. Address of Property

Telephone _____

3. Date of Leaving property

4. Full Name of Other Joint Tenants

Full Name	DOB	Telephone	Relationship to main applicant(s)

5. Please provide the details of any other person living in the household and their relationship to you (other than detailed above).

Full Name	DOB	Relationship to main applicant(s)

Please indicate why you want to end your interest in your tenancy at the above address.

Please provide details of your forwarding address.

SECTION 1a:

To be completed by joint tenant wishing to end his/her interest in the tenancy.

I wish to end my interest as a Joint Tenant in the above property. I will have no rights or obligations to this tenancy from 28 days after this form has been received by Angus Housing Association.

Name (Block Capitals) _____

Signature of Tenant _____ Date _____

SECTION 1b:

To be completed by remaining joint tenant.

I have been informed by the joint tenant named above (section 1a of this form) that they wish to end their interest in their tenancy. I consent to this decision and am aware that they will have no rights or obligations to this tenancy from 28 days after this form has been received by Angus Housing Association.

Name (Block Capitals) _____

Signature of Tenant _____ Date _____

OFFICIAL USE ONLY

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 Benefit/UC Informed _____ Council Tax Form Completed _____

Direct Debit Amendment _____ Start Tenancy Sheet _____

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

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