



Application for a joint tenancy

If you meet the following criteria and you want to share your tenancy with another person, please fill in this form.

Joint tenants share the tenancy of the home with another person. If you are a tenant, you can apply to add a joint tenant. This person must have lived in your house as their main home for 12 months prior to the application. The 12 month period will only start when you have told us that the person is living in your home.

Your details

Tenant name	
Address	
Postcode	
Phone number	
Mobile number	
Email address	
Date your tenancy started	

Who lives with you?

Name	Date of birth	Relationship	Are they staying in the house during the joint tenancy?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a husband / wife / civil partner?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has your husband / wife / civil partner given their permission for the joint tenancy?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you already a joint tenant?			<input type="checkbox"/> Yes <input type="checkbox"/> No

All joint tenants must agree and sign the application form

Please tell us why you want to have a joint tenancy

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What date do you want the joint tenancy to start?

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Details of the proposed joint tenant(s)

Name	
Relationship to you	
Address	
Postcode	
Phone number	
Mobile number	
Email address	
How long have they lived with you?	
When did you tell us that they had moved into your home?	

Name	
Relationship to you	
Address	
Postcode	
Phone number	
Mobile number	
Email address	
How long have they lived with you?	
When did you tell us that they had moved into your home?	

Please tell us their address history for the past five years

Address	Postcode	Dates they lived there

Has the proposed joint tenant been evicted for antisocial behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed joint tenant have outstanding housing related debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed joint tenant have a clinical condition or disability that may require the property to be adapted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details	

Declaration and authority to seek information

I / we confirm that all the details I / we have given are to the best of my knowledge true and that I / we want to take on a joint tenant at the address above with the person detailed on page 2.

I / we agree that you can make any necessary enquiries in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This may include sharing information with other council departments and partners.

I / we authorise you to make any referrals necessary in connection with my / our application.

Tenant's signature	Date
Joint tenant's signature	Date
Spouse / civil partner's signature	Date

I confirm that all the details I have given are to the best of my knowledge true and that I want to become the joint tenant of the address above.

I agree that you can make any necessary enquiries in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This may include sharing information with other council departments and partners.

I authorise you to make any referrals necessary in connection with my/our application.

Proposed joint tenant's signature	Date
Proposed joint tenant's signature	Date

Please return this form to:

**Housing & Property
Moray Council
PO BOX 6760
Elgin
IV30 9BX**



If returning by post please make sure a large letter stamp is used.

Buckie Access Point
13 Cluny Square
Buckie
AB56 1AJ

Forres Access Point
Auchernack
High Street
Forres
IV36 1DX

Elgin Access Point
Council Office
10 High Street
Elgin
IV30 1BY

Keith Access Point
The Resource Centre
26 Mid Street
Keith
AB55 5AH

0300 123 4566

housing@moray.gov.uk

