



# Sole to Joint Tenant Application Form

## SECTION 1

Name of tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

What is your relationship to the tenant? \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

### 1. Your Details

	Your Details
First name	
Last name	
Current address	
Telephone number	
Email address	
Date of birth	
NI number	
Disabilities	
Ethnic group – e.g. White, Multiple Ethnic Group, Asian/Asian, British, Black or Other	
Religion – e.g. Muslim, Hindu, Christian etc	
Sexual identity – e.g. Heterosexual, Gay, Bisexual	
Gender	
Employed/unemployed/ in receipt of benefits	
Income	£

**2. Previous Addresses**

Please give details of your previous addresses for the last **5 years**.

Address	Type of Tenure	Landlord	From/To
			From ____ / ____ / ____ To ____ / ____ / ____
			From ____ / ____ / ____ To ____ / ____ / ____
			From ____ / ____ / ____ To ____ / ____ / ____
			From ____ / ____ / ____ To ____ / ____ / ____
			From ____ / ____ / ____ To ____ / ____ / ____

**Do you owe any rent/rent arrears to ateb group or Pembrokeshire County Council or any other social landlord?**

Yes  No  If **YES**, how much? \_\_\_\_\_

**Do you have a payment plan?** Yes  No

**Have you ever been convicted of a serious criminal offence that threatened the local community, or been given Anti-Social Behaviour Order?**

Yes  No  Please give details: \_\_\_\_\_

**Have you lived abroad (outside the UK) in the last five years (Ireland, the Isle of Man and the Channel Islands do NOT count as 'abroad')?**

Yes  No  Please give details: \_\_\_\_\_

**I agree the ateb group can contact other agencies/landlords on my behalf to clarify or obtain information relating to my application to become a joint tenant.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SECTION 2

To be filled in by both parties who would like to have joint tenancy.

### 3. People Living With You

Please provide details of all other people are living at the property where you want to have a joint tenancy. If an adult relative or other adult who is not your partner is going to live with you, there may be a non-dependent deduction if you are claiming housing benefit.

Please speak to our Benefits and Money Advisors for advice if this affects you.

	Person 1	Person 2	Person 3	Person 4
First name				
Last name				
Date of birth				
Age				
Relationship to applicant e.g. son, daughter				
Employed/ unemployed/ in receipt of benefits				
Income	£	£	£	£

	Person 5	Person 6	Person 7	Person 8
First name				
Last name				
Date of birth				
Age				
Relationship to applicant e.g. son, daughter				
Employed/ unemployed/ in receipt of benefits				
Income	£	£	£	£

Continue...

#### 4. Affordability

It is important that you are able to afford the property. This will help you keep your tenancy in the long term. Please complete your income and expenditure below.

You can use your current weekly outgoings for your bills as an estimate.

Income	Weekly	Fortnightly	Monthly
Wages	£	£	£
Income support	£	£	£
JSA	£	£	£
ESA	£	£	£
Pension	£	£	£
Housing benefit	£	£	£
Child benefit	£	£	£
DLA/PIP/AA	£	£	£
Child benefit	£	£	£
Child maintenance	£	£	£
Child tax credit	£	£	£
Working tax credit	£	£	£
Universal Credit	£	£	£
Any other income	£	£	£
<b>Total income - A</b>	<b>£</b>	<b>£</b>	<b>£</b>

Expenditure	Weekly	Fortnightly	Monthly
Rent (for new property)			
Council tax			
Rent/council tax arrears			
Electricity			
Gas			
Water rates			
Debts including loans, credit/store cards, catalogues, court fines			
TV licence and subscriptions (e.g. SKY)			

Continue...

Expenditure	Weekly	Fortnightly	Monthly
Telephone/broadband			
<b>Total Expenditure – B</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>A – B = amount available for all other expenses including food, clothing, car costs, school meals, toiletries etc</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Do you feel that the rent is affordable?</b>			
<b>How will you pay your rent e.g. direct debit, standing order, cash, cheque, on-line with debit/credit card, housing benefit</b>			

## 5. Preparing for Universal Credit

Please complete this section if you are of working age and claiming income-based Job Seekers Allowance (JSA), income-related Employment and Support Allowance (ESA), Income Support, Child Tax Credit, Working Tax Credit and or Housing Benefit. Universal Credit will gradually replace these benefits over the next two years.

Have you heard of Universal Credit?	
Do you have a bank account?	
If yes, please say what type of account.	
Do you have any DD's set up currently? e.g. for utilities, phone etc	
Do you currently access the internet?	
If yes, how/where do you access internet?	
Are you confident in applying for Universal Credit on-line?	
Would you like help to apply on-line?	
Universal Credit payments will be paid monthly, would you like advice on budgeting?	
Housing costs will be included in the monthly payment of Universal Credit, how will you pay your rent to ateb group? e.g. direct debit, cash, standing order etc.	

## 6. Advice & Support

Would you like advice and support from our Benefits and Money Advice team for any of the following?

**Please tick:**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Preparing for Universal Credit             | <input type="checkbox"/> | Computer skills training | <input type="checkbox"/> |
| Applying for benefits                      | <input type="checkbox"/> | Getting on-line          | <input type="checkbox"/> |
| Opening a bank account                     | <input type="checkbox"/> | Debt advice              | <input type="checkbox"/> |
| Budgeting your money                       | <input type="checkbox"/> | Employment and training  | <input type="checkbox"/> |
| Setting up a direct debit to pay your rent | <input type="checkbox"/> |                          |                          |

If you are currently receiving support, please would you give details of your support needs and your support provider. This can include support with mental health, substance misuse, domestic abuse or any other support from agencies such as CAIS, Community Mental Health Team, PATH, CAB.

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### Joint Tenancy

When a sole tenant requests that their partner/spouse who live with them become a joint tenant of their home, we will consider this request. If agreed ateb group will arrange for you both to sign a new joint tenancy agreement. Each tenant will have an equal claim to the tenancy as well as equal responsibility for the conduct of the tenants, family members and visitors to the home. This means that if one tenant does not pay the rent or breaches the terms of the tenancy you are both individual responsible.

Where one tenant leaves the property and ends their part of the tenancy, the whole tenancy comes to an end. The remaining sole tenant may apply for a sole tenancy. If ateb group grants a sole tenancy, a new tenancy agreement must be signed.

**I confirm that the information provided is complete and correct:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed by CSA/Area Officer**

<b>Date completed pre-tenancy assessment received</b>	
<b>Outcome e.g. referral to benefits and money advisors etc</b>	

Continue...

By ticking the below box I am allowing ateb to use my personal data to respond to this service request. My personal data will be securely held and used to fulfil the selected service request in accordance with the ateb privacy statement. Please refer to the ateb privacy statement to understand how we protect your personal data [www.atebgroup.co.uk/privacy-cookie-policy](http://www.atebgroup.co.uk/privacy-cookie-policy). For personal data queries, data access requests, amends or removal please email [mydata@atebgroup.co.uk](mailto:mydata@atebgroup.co.uk)

**I agree for you to use my personal data**