

**Neighbourhood Services
 Change of Circumstances
 Form**

Please complete all sections

Section 1 – Basic Information

What do you want to do?

Change of name	<input type="checkbox"/>	Add occupants	<input type="checkbox"/>
Remove occupants	<input type="checkbox"/>	Sole to joint tenancy	<input type="checkbox"/>
Joint to sole	<input type="checkbox"/>	Notification of lodger	<input type="checkbox"/>

Address and Postcode:

Tenant Details:

Occupant	First Name	Surname	Sex	DOB	Ethnicity
Tenant 1					
Joint Tenant 2					

Contact Details Tenant 1:

Home Telephone	
Mobile	
Work	
Email	

Contact Details Tenant 2:

Home Telephone	
Mobile	
Work	
Email	

Neighbourhood Services



Section 2 – Change of Name

Complete this section if you are changing your name or another household member's name

Relationship e.g. tenant or son	Old name in full	New name in full	Date name legally changed

Please tick the relevant box to indicate the evidence you have attached to this application confirming the name change(s) required

Deed Poll

Marriage certificate

Divorce or Dissolution

Wishes to be known as statement

If changing a child's name please also include:

Child's birth certificate and

An affidavit signed by a suitable witness to formally identify the child(ren)

Please continue on next page...

Section 3 – Notification of Occupancy Change

Complete this section to add or remove an occupant in your household

Please note Slough Borough Council will acknowledge occupants you wish to add to the household. By adding the occupants we do not imply or give permission.

Relationship	First name	Surname	DOB	Ethnicity	Add or Remove
1					

Forwarding address if removing. Previous address if adding

Relationship	First name	Surname	DOB	Ethnicity	Add or Remove
2					

Forwarding address if removing. Previous address if adding

Relationship	First name	Surname	DOB	Ethnicity	Add or Remove
3					

Forwarding address if removing. Previous address if adding

Relationship	First name	Surname	DOB	Ethnicity	Add or Remove
4					

Forwarding address if removing. Previous address if adding

Evidence required to add a child as an occupant:

- Children's full birth certificates
- Child Benefit letter showing child's name

Evidence required to add spouse or partner as an occupant:

- Marriage or civil ceremony certificate
- Passport, identity card or photo driving licence
- Other ID such as tax documents

Evidence to add another household member:

- Passport, identity card or photo driving licence
- Other ID such as tax documents

Section 4 – Joint to Sole or Sole to Joint Request

Complete this section where you wish to change your tenancy from joint to sole or sole to joint

Joint to Sole

Where you submit a request to remove a joint tenant from a joint tenancy you may be able to do this by Assignment, or you will have to provide an original copy of a Property Adjustment Order pursuant to either:

- Matrimonial Causes Act 1973 - Award of a property transfer order on relationship breakdown
- Family Law Act 1996 - Award of a property transfer order on relationship breakdown where the parties are not married
- Children Act 1989 - Property Transfer Order for the benefit of a child of unmarried parents
- Civil Partnership Act 2004 (schedule 5 part 2) - Award of a property adjustment order following dissolution, nullity or separation.

Joint tenant you wish to remove as per the court order

First name	Surname	Relationship	DOB	Ethnicity

Forward address

Date moved to new address:

Sole to Joint

Please note that it is policy of Slough Borough Council not to add a Joint Tenant and to create a new joint tenancy. Therefore any request, where approved, will recognise your spouse or partner as such adding them as an occupant only. This will indicate on our records they have primary succession rights.

To add your spouse or partner as an occupant please complete section 3 above.

If you wish for your spouse, civil partner, or partner to have a right to discuss your account in future with us, please indicate this by ticking the box below and sign and date.

I give rights to my spouse, civil partner, or partner to discuss my account and act on my behalf as and when required until further notice from me.

Signed tenant:

Date:

Please continue on next page...

Section 5 – Notification of a Lodger

You should complete this section if you wish to take in a lodger.

Lodgers details

First name	Surname	DOB	Ethnicity

Please tick to confirm that you have notified housing benefit or DWP and declared any income to avoid possible overpayments in your claim

Personal information statement

I understand and agree that Slough Borough Council will store my information on its systems to deliver services to me, and Slough Borough Council can disclose my information to other organisations to verify my request and to use my information in future where necessary to deliver the services I may need or want, or where required to disclose by law, or with our partners. I/We consent to a credit check to prevent fraud as part of my application. Any person knowingly making a false statement or misrepresentation in this application, may be investigated and prosecuted under any and all relevant legislation.

Signed Tenant:

Print:

Date:

Signed Joint Tenant:

Print:

(where completing a joint to sole application and have a property adjustment order)

Date:

Neighbourhood Housing Officer Assessment

To assess this form the officer managing the application must verify all responses in the above application cross referencing the Tenancy Management Policy and Change of Circumstances Procedure

Neighbourhood Housing Officer Recommendation

(please circle recommendation)

A Request Approved

B Request Rejected (state reason)

Neighbourhood Housing Officer Name __ <NHO name> _____

Signature _____

Date _____

All evidence must be attached to this application for the Team Leader to authorise

Tenancy Team Leader Approval of Neighbourhood Housing Officer Recommendation

(please circle)

AGREED

NOT AGREED (reasons if not agreed and advised course of action)

Tenancy Team Leader Name <NTTL name >

Signature

Date

Team Leader must review all evidence and ensure compliance with policy