

Sole tenancy application

Application to change a joint tenancy to a sole tenancy. The process to change the status of a tenancy is via a legal document called a 'Deed of Assignment'. **Please note both tenants will need to be available to sign the assignment document in the presence of a Housing Manager before the tenancy can be changed.**

Once complete, please return this form to us by post:
230-234 Wheelwright Road
Erdington
Birmingham B24 8EH

The property:

Address (including postcode):

Full name of person seeking sole tenancy:

First name:

Surname:

Date of Birth:

Details of all current residents:

Title	Full Name	Date of Birth	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Full name of person seeking to terminate their tenancy:

First name:

Surname:

Relationship to you: Date of birth:

Forwarding address (including postcode):

Declaration

I hereby give notice to terminate the tenancy at the property named above:

Signed: Print name: Date:
(tenant seeking tenancy termination):

I hereby agree to take full responsibility for any rent payments, including any arrears That may be owed to BHCA, up to the date the tenancy ends.

I certify that the particulars and details provided in this application are true and correct. I have enclosed any documentation that supports my application and understand that any false statement made knowingly or recklessly to obtain the tenancy may result in BCHA taking legal action.

Signed: Print name: Date:
(tenant seeking sole tenancy):

Please contact us if you would like a copy of this document in large print, on CD or in another language or you have any other queries:

Email: bcha@bcivic.co.uk Tel: 0121 382 5105 Fax: 0121 382 5205
Write to: 230-234 Wheelwright Road, Erdington, Birmingham B24 8EH