

## Joint tenancy application

Application to add a person to your tenancy i.e. change your sole tenancy to a joint tenancy. For your application to be successful you must prove that the applicant has lived with you for 12 months or more. Please provide evidence such as council tax / housing benefit records or bank statements. Alternatively we will accept a copy of your marriage certificate or civil partnership documentation. **Please note that both of you will need to be available to sign this 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 sole tenant:

First name:

Surname:

### 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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Details of person you wish to add to your tenancy:**

First name:

Surname:

Relationship to you:  Date of birth:

**Previous address(es): for last five years (starting with the most recent):**

Address (including postcode):

**Do you own or have a financial interest in any residential property that you are not residing in?**

YES  NO

If you answered, YES, to this question you will need to provide us with details of this property/properties and documentation outlining the reason why you are unable to reside there.

**Declaration**

I confirm that the joint tenant is either (please tick one):

- Someone who has lived with me previously for a period of 12 months;
- A spouse who I have recently married.

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 (Current tenant):	Print name:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed (Applicant):	Print name:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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