

Appendix 1
LOCHABER HOUSING ASSOCIATION
APPLICATION FOR ASSIGNATION OF TENANCY

This form must be completed and signed by the tenant(s) and the proposed assignee(s)

IMPORTANT: WRITTEN CONSENT MUST BE OBTAINED

<p>TO BE RETURNED TO:</p> <p>HOUSING OFFICER LOCHABER HOUSING ASSOCIATION LIMITED 101 HIGH STREET FORT WILLIAM PH33 6DG</p> <p>The issue of this form does not mean that the assignation of the tenancy will be granted.</p> <p>Please answer all the questions.</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">INITIALS</th> <th style="width: 10%; text-align: center;">DATE</th> </tr> </thead> <tbody> <tr> <td>Received</td> <td></td> <td></td> </tr> <tr> <td>Arrears Check</td> <td></td> <td></td> </tr> <tr> <td>Tenancy Check</td> <td></td> <td></td> </tr> <tr> <td>Approved/Refused</td> <td></td> <td></td> </tr> <tr> <td>Reason for decision:</td> <td></td> <td></td> </tr> </tbody> </table>		INITIALS	DATE	Received			Arrears Check			Tenancy Check			Approved/Refused			Reason for decision:		
	INITIALS	DATE																	
Received																			
Arrears Check																			
Tenancy Check																			
Approved/Refused																			
Reason for decision:																			

1. Address of house
2. Size of house
3. Full name of present tenant
4. Name of applicant
5. Age and relationship Age and relationship
6. Give ages: Male Female Other
7. When did you move in?.....
8. Date that Association was notified that assignee moved into the property as their only or principal home?

TENANCY DETAILS

Your name(s)
Your present address No of bedrooms
Landlord's name and address Lochaber Housing Association Limited, 101 High Street, Fort William, PH33 6DG

HOUSEHOLD COMPOSITION (please give details of everyone in your own household who will be moving with you, starting with yourself)

Name	Sex	Date of Birth	Relationship to tenant

Please give your reasons for wishing to assign the tenancy

Declaration by tenant – Conditions for assignation of tenancy

I/we have read the conditions under which I/we may be allowed to assign the tenancy and confirm that the information which we have given is a true and accurate statement of my circumstances.
Signed.....(Tenant) Date
Signed.....(Joint Tenant/spouse/partner)
Date

DETAILS OF ASSIGNEE TO WHOM YOU WISH TO ASSIGN AND THEIR HOUSEHOLD

Name	Sex	Date of Birth	Relationship to tenant

Declaration by proposed Assignee – Conditions for assignment of tenancy

I/We, the above-named applicant(s), wish to make an application for the above house to be assigned to me/us. I understand that the assignation of the tenancy will mean that I/we will be the sole/joint tenant(s) of the property and all current and future rent charges (and arrears) will be my responsibility. I/we accept the property in its existing condition and accept responsibility for any repairs which are currently the tenants' responsibility. I/we also understand that we will be bound by the standard lease conditions of the lease which we will sign.

Signed.....(Tenant) Date

Signed.....(Tenant) Date

Condition of house (to be completed by Housing Association Officer)

	Décor	Doors	Fittings		Décor	Doors	Fittings
Kitchen				Landing			
Hall				Bathroom			
Livingroom				Bedroom 1			
WC				Bedroom 2			
Diningroom				Bedroom 3			
Staircase				Bedroom 4			

GENERAL CONDITION OF HOUSE AND GARDEN

.....

RENT ACCOUNT

ANY OTHER REMARKS

Housing Officer **Date of inspection**