

## Request to Assign a Joint to Sole Tenancy.

Please answer the following questions and return this form to [enquiries@futureshg.co.uk](mailto:enquiries@futureshg.co.uk) or return to Futures Housing Group, Asher House, Asher Lane Business Park, Ripley, Derbyshire DE5 3SW.

We will review the request and contact you to advise you of our decision as to whether this request can progress to the next stage.

**Please be aware that we cannot process your request without documents being provided.**

Section 1 – Remaining Tenant		
Title	Name	Surname
Address		
Contact Number		
Email Address		

Section 2 – Outgoing Tenant		
Title	Name	Surname
New Contact Address		
Contact Number		
Email Address		

Section 3 – Remaining Tenant - Please included all family members who would be residing with you at the above address.			
Surname	First Name(s)	Relationship to You	Date of Birth


**Section 4 – Reason for Application**

Please use the space below to provide further details to support your application to amend your tenancy.

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**Section 5 – Type of Enquiry**

**Please tick the relevant box:**

Joint to Sole Assignment	<input type="checkbox"/>	Both tenants must agree and sign this form giving their consent or you must provide a copy of the Property Adjustment Order you were awarded by the court in order to process your application.
Complete Assignment	<input type="checkbox"/>	Please provide proof of 12 months residency plus a form of photographic identification for the proposed new tenant.

**Section 6 - Declaration**

**Please read the following before signing and returning this form to us.**

We declare that the information provided on this form is accurate.

To proceed with the application please ensure all documents requested are attached.

Remaining Tenant Signature	Date
Print Name	
Outgoing Tenant Signature	Date
Print Name	