

# CHANGE OF HOUSEHOLD COMPOSITION



**BEFORE YOU COMPLETE THIS FORM, PLEASE READ THE IMPORTANT INFORMATION ON THE PAGE(S) ATTACHED. PLEASE LET US KNOW IF YOU REQUIRE ANY ASSISTANCE TO COMPLETE THE FORM.**

You are required to inform us of any new person coming to live with you or anyone leaving your home. From 1st November 2019, this is especially important if you later want to assign (pass on) your tenancy, become a joint tenant with another person or would like them to succeed to (take over) your tenancy in the event of your death. To qualify, the other person must have been living in your property as their only and principal home for the 12 months before application is made. **The 12-month period does not start until we have been notified and have registered the individual.**

FULL NAME OF TENANT Mr/Mrs/Ms/Miss					
FULL NAME OF JOINT TENANT Mr/Mrs/Ms/Miss					
YOUR ADDRESS					
Tel No. Home		Work			
Mobile		Email			
<b>Give details of all persons (including partner) presently occupying the accommodation. YOU SHOULD ALSO INCLUDE YOUR OWN PERSONAL DETAILS</b>					
Full Name	Relationship to applicant	Address	Age	Date of Birth	
	Self				

## PROPOSED CHANGE – MOVING IN

### Name(s) of person(s) who will join your household

Full Name	Male/ Female	Relationship to you	Current address	Age	Date of Birth
Tel No. Home			Work		
Mobile			Email		
What is the proposed date for this change?			Start date:		

### Please give details of your applicants' previous addresses over the last 5 years.

	Address	Dates from	Dates to	Name and Address of Landlord or did you own the property?
1				
2				
3				

Do they have an outstanding debt to a previous landlord?  Yes  No

If yes, who was their landlord?

Address of landlord

If yes, please give details:

Has any person on this application been evicted for anti-social behaviour within the last 2 years?  Yes  No

If yes, who was evicted?

If yes, who was their landlord?

Address of landlord

Tel No/Email address

Has any person on this application been the subject of an anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02?  Yes  No

If yes, which person was this?

Is anyone on this form Registered under the Sexual Offences Act 2003?  Yes  No

If yes, which person is this?

**PROPOSED CHANGE – MOVING OUT**

**Name(s) of person(s) who will leave your household**

Full Name	Male/ Female	Relationship to you	Current address	Age	Date of Birth		

What is the proposed start date: date for this change?	Start date:	
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What is the reason for the change?

**WHAT WE DO WITH YOUR PERSONAL DATA:**

Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Change of Household Composition request and is necessary to support your allocation of a tenancy at the property identified on this application. In making enquiries in connection with this Change of Household Composition application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.

Further general information about how Homes for Life Housing Partnership processes your personal data can be found on our website 'www.homesforlife.co.uk/' under the link "Privacy Notice", which can be found on our home page. If you do not have internet access, a hard copy is available on request.

**DECLARATION:** I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.

**PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION**

**Signature of applicant:** ..... **Date** .....

**Name (Block Capitals)** .....

**Signature of joint applicant:** ..... **Date** .....

**Name (Block Capitals)** .....

This form should be used to tell us of a change in the number of people who form part of your household, especially if the number of people has or will increase. In the event of future changes to your tenancy, from 1st November 2019, the necessary 12-month period qualification applies to anyone joining your household, including your spouse, civil partner or co-habiting partner. However, in the event of your death your spouse, civil partner or joint tenant will automatically qualify, provided the property has been their only or principal home at the time of your death.

FOR OFFICIAL USE ONLY		
Tenant Ref No:	Current monthly rent £	Property size:
Current Rent Balance:		
Approved/Refused:	Signature:	
Date:		
Comments:		

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Please read the information below carefully before completing this form. Please contact us if you have any other questions.

### **Q. Who is a member of my household?**

A. Anyone who is a member of your family, including dependents (this means someone who relies on you for support, for example a child or older relative needing care);

### **Q. What kind of changes should I tell you about?**

A. Any change to the number of people staying with you, for example: If you get married, enter into a civil partnership or want your partner to live with you on a permanent basis; If you become a parent, especially if this means you require a larger home; If you or your spouse/partner's children come to stay with you, for example children from a former marriage or as a result of custody arrangements; If you become a foster parent; If you want a dependent to stay with you; If someone you have already told us is living with you is now leaving your home permanently.

### **Q. Are there any reasons why increasing the number of people staying with me would not be possible?**

A. It will not be possible for you to let another person over the age of 16 years come to stay with you if we have started legal proceedings in the Sheriff Court for the repossession of your home due to a breach of your Tenancy Agreement. If adding a person to your household results in your house being overcrowded, we will advise you to apply for a larger house more suited to your household needs.

### **Q. How can I inform you of changes to my household?**

A. This can be done in writing, by emailing us or by completing the online application form – see the back of this page for contact details.