



CHANGE OF TENANCY APPLICATION ASSIGNATION

First Tenant Terminating:

Second Terminating Tenant Name:

Tenancy Address:
(please include
Postcode)

Telephone No: Home:..... Mobile:

Forwarding Address of Terminating Tenant/s:

.....

DECLARATION:

I hereby give 4 weeks notice of my intention to end my tenancy (termination notice attached) and would ask that the tenancy is assigned to following my termination and would confirm that he/she has been living in the property as his principal home since

Signed: Date:

DECLARATION

I hereby request that I am assigned the tenancy at following the termination byand would confirm that I have been living in the property as my principal home since I understand that if this application is approved I will be required to sign a Tenancy Agreement and abide by the condition therein.

Signature: Date:

On behalf of Cunninghame Housing Association Ltd, proprietor and landlord, I hereby acknowledge the above change in tenancy:

Signature: Date:



For Official Use: ASSIGNATION APPLICATION:

Date Pre-Term Completed

Problems Identified: Yes No

If yes, detail problems:

.....
.....
.....

Rent Account Check: Balance at termination: £

Action required:

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.....
.....

Confirmation of Occupancy for person/s requesting assignation: Yes No

If no, provide details:

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.....
.....

Recommendation by Housing Officer: Signed:Date:

.....
.....
.....

Approval/Rejected:

***delete as necessary**

Signed: Date:

Area Team Leader