

Application to create a Joint Tenancy (subject to ending a current sole tenancy)

Please fill in this form if you:

- are currently a sole tenant of Birmingham City Council, and
- want to apply for a person to become a joint tenant at your address

We will consider joint tenancy applications from married couples, civil partners and couples living as partners, including same sex partners.

We will not consider applications where there are outstanding housing related debts, a history of ant-social behaviour, a current court order associated with a broken tenancy obligation, or a residency requirement is not satisfied.

Completing this form

This form must be completed and signed by the current tenant and the proposed joint tenant.

The information you give in this form allows us to assess the eligibility of the person that you are requesting to be considered for inclusion in a joint tenancy and the other people you include in this application. It is important that you answer all the questions and provide copies of the documents requested.

When you have completed, signed and dated your form, please send it with the required proofs to the address on the back page of this form.

Confidentiality

The information you provide is confidential and subject to the requirements of the Data Protection Act 1998. Your personal data will be held and processed by Birmingham City Council (Local authority registered with the ICO, Reg. number Z4594350) for the purpose of assessing your eligibility for social housing and housing needs and, in particular, the provision of services for which you may be eligible.

The personal details that you provide may also be shared with third parties as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers.

The information will be kept accurate and up-to-date, and will not be held for longer than is necessary. Any data may be used to prevent fraud or the misuse of resources.

This form will be reviewed to ensure that it complies with the new Data Protection legislation including the forthcoming EU Data Protection Regulation.

For further information on our privacy notice, please visit: www.birmingham.gov.uk/privacy

Housing fraud

It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from Birmingham City Council or a housing association or private housing provider nominated by us. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

This page should be completed by the current tenant of the address the joint tenancy is being applied for

1: Current tenant's details

Please write in **BLOCK CAPITALS** and read every question carefully.

Name on current tenancy:

Address:

Postcode:

Telephone number:

Email address:

Please explain why you are requesting a joint tenancy:

Providing proof

Please submit the relevant evidence to support your application. Incomplete forms will be returned before any decision can be made. Acceptable evidence includes:

- Passport
- Driving licence
- Benefits letter / tax credit letter
- Marriage certificate / registration of civil partnership
- Birth certificate
- Proof of immigration status confirming Right to Reside in the UK
- Bank statements or utility bills (such as gas, electric, water, home phone (mobile bills are not acceptable)) for the past 12 months

This section should be completed by the current tenant of the address the joint tenancy is being applied for

2: About the proposed joint tenant

Only your spouse, civil partner or long-term partner will be considered for a joint tenancy.

Title (for example Mr/Mrs/Ms/Mx):

First name:

Last name:

Other names they use or have used:

Their current address:

Postcode:

What is your relationship with the proposed joint tenant?

Their sex:

Male

Female

Date of birth:

Home telephone:

Mobile telephone:

Work telephone:

Email address:

National insurance number:

Proof required

You must provide:

- one proof of identity including date of birth, for example a passport, driving licence, birth certificate or home office papers
- one proof of address, for example a utility bill or bank statement
- married couples and civil partners must provide a copy of their marriage or civil partnership certificate
- long-term partners (not spouses or civil partners) must provide proof that they have lived together for at least 12 months

3: About your household

Please tell us about everyone else, adults and children, that will live at your address if your joint tenancy application is approved. Please continue on a separate sheet of paper if you need to.

Only the current tenant and the proposed joint tenant will live at the address:

First name	Last name	Date of birth	Sex (F/M)	Relationship to you	National Insurance number (age 16 and over)
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proof required

You must provide the following for every person that will join your household if your joint tenancy application is approved:

- one proof of identity including date of birth, for example a passport, driving licence, birth certificate or home office papers
- one proof of address, for example a utility bill or bank statement.

4: The proposed joint tenant's housing history

Are you, or have you ever been:

A council tenant? Yes No

If yes, with which council(s)?

Do you still hold this tenancy? Yes No

A housing association (HA) tenant? Yes No

If yes, with which housing association(s)?

Do you still hold this tenancy? Yes No

A tenant of a private landlord? Yes No

If so, please give some details about your landlord:

Landlord's name:

Landlord's telephone number:

Landlord's email:

Do you still hold this tenancy? Yes No

A home owner? Yes No

Have you, or will you, give up or sell this property? Yes No

If so, please give some details about your home:

Current value of the property: £

Your current equity in the property: £

I am not a tenant or home owner

Please tell us about your current living arrangements:

5: Eligibility - can you hold a council tenancy?

Birmingham City Council cannot give tenancies to certain people who are 'persons from abroad'. The following questions will help us determine if you are eligible.

Your eligibility and immigration status

Are you a:

British citizen?	<input type="checkbox"/>	Asylum seeker?	<input type="checkbox"/>	Overseas student from outside the EEA?	<input type="checkbox"/>
Sponsored visitor to the UK?	<input type="checkbox"/>	Commonwealth citizen?	<input type="checkbox"/>	Citizen of a country within the EEA?	<input type="checkbox"/>
Irish citizen?	<input type="checkbox"/>				

Other, please state:

If you have limited leave to remain, what is the expiry date?

Proof required

- You must provide one proof confirming your eligibility, for example passport or Home Office papers

Please do not include original documents with your application, we may ask to see the original documents at a later date.

Your application will not be accepted without this information.

You have a legal obligation to ensure that all information is accurate

Connection to Birmingham City Council employees and councillors

Are you or is anyone else included in this application:

An employee or councillor of Birmingham City Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Related to or associated with someone working in the council's housing services or an elected councillor of Birmingham City Council?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, please provide the following information:

The name of the person:

Your relationship with them (for example, father, partner):

The position they hold in the council:

Their workplace address:

6: About your money

Income

We need to know about your income to assess your eligibility for housing.

	Total for you	Total for your household
What is your weekly income? (include income from renting out rooms and properties)	£ <input type="text"/>	£ <input type="text"/>
What is your total savings and investments? (include dividends, bonds and other forms of savings and investments)	£ <input type="text"/>	£ <input type="text"/>

Where does your income come from?

Please tick as many boxes as you need.

Employment	<input type="checkbox"/>
Benefits	<input type="checkbox"/>
Interest payments or dividends	<input type="checkbox"/>

Do you receive an income from renting or sub-letting a property? Yes No

Owning property or land

	Yes	No
Do you currently own a property or piece of land in the UK or abroad?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any financial interest in any property in the UK or abroad?	<input type="checkbox"/>	<input type="checkbox"/>
Have you transferred ownership of a property but have continuing rights to live there in the UK or abroad?	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously exercised the Right to Buy or Right to Acquire with any council or registered provider?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above questions, please provide the details below:

Name of property owner:

Property address or land location:

Postcode:

What is the value of the property or piece of land? £

If you no longer own the property or piece of land, how much equity did you make on the sale? £

7: Your conduct

Unsuitable behaviour

Do you, or does anyone included in this application, currently have or had in the past:

	Yes	No
• A possession order for arrears of rent, regardless of tenure?	<input type="checkbox"/>	<input type="checkbox"/>
• A recoverable housing related debt associated with a tenancy that has ended, for example rechargeable repairs, legal costs?	<input type="checkbox"/>	<input type="checkbox"/>
• Been served with a Notice Seeking Possession or equivalent notice in relation to behaviour or conduct of a tenancy excluding non payment of rent, regardless of tenure?	<input type="checkbox"/>	<input type="checkbox"/>
• Been given an order in the civil court that is linked to a property or the locality of a property?	<input type="checkbox"/>	<input type="checkbox"/>
• Are perpetrators of domestic violence who are subject to a non-molestation order, an injunction order, an occupation order or a restraining order?	<input type="checkbox"/>	<input type="checkbox"/>
• Been evicted from a tenancy due to a breach of any tenancy condition?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above questions, please give full details, including dates and addresses:

8: Current Birmingham City Council applications

I have a current housing application with Birmingham City Council

I do not have a current housing application with Birmingham City Council

If you have a current housing application with Birmingham City Council, please complete the details below

Name of applicant:

Address applied from:

Postcode:

Application reference number (if known):

Important advice:

1. Entering into a joint tenancy places an obligation on each joint tenant and action will be taken if any tenancy obligations are broken, even if only one of the joint tenants is at fault.
2. On the death of a joint tenant, the surviving tenant succeeds to the tenancy under the principles of survivorship.
3. If one of the joint tenants formally ends the tenancy, the whole of the tenancy comes to an end. The remaining tenant left in occupation may not be guaranteed a tenancy. Birmingham City Council may consider taking legal action to repossess the property.
4. If one joint tenant is absent for a period of time the remaining joint tenant will continue to be jointly and severally liable for the tenancy. The absent tenant can still claim for the tenancy on their return.
5. Approving a joint tenancy requires you to end your sole tenancy.
6. In the event of a relationship breakdown, you should obtain legal advice to protect your legal interest and also resolve any issues as to who should occupy the property.
7. If you receive housing or welfare benefits you must notify the Benefit Service or the Department of Work and Pensions in writing immediately if your financial situation changes.

Entering into a joint tenancy brings significant legal responsibilities.
Birmingham City Council recommends that you get independent legal advice.
Consider the issues listed below to protect your legal interest as a secure tenant.

Declaration

**If your form is not complete or has not been signed and dated it cannot be processed and will be returned to you.
If you do not provide all the proof we need, this will also delay your application.**

Declaration by current sole tenant

- I have read the legal advice on the previous page knowing that I have not been subject to pressure or coercion and that the decision I made is of my free will and choice.
- I acknowledge and accept that obtaining legal advice including additional advice is of my free will and choice.
- I agree with this request to end my sole tenancy and create a joint tenancy

Print name:

Signature:
(current sole tenant)

Date:

Declaration by proposed joint tenant

- I have read the legal advice on the previous page knowing that I have not been subject to pressure or coercion and that the decision I made is of my free will and choice.
- I acknowledge and accept that obtaining legal advice including additional advice is of my free will and choice.
- I understand that in becoming a joint tenant (subject to approval); I will have entered into a legal agreement with Birmingham City Council which cannot be reversed.
- I clearly understand that the council reserves the right to terminate any tenancy which may be created as a result of any false information given on this form.

Print name:

Signature:
(proposed joint tenant)

Date:

Equality and diversity monitoring

We ask for the following information to help us ensure that all applicants are treated fairly and that everyone receives a service that takes account of their needs. The following section is voluntary, you do not have to answer these questions, it will not affect the service we give you.

Sexual orientation

How would you describe your sexual orientation?

Bisexual Heterosexual Prefer not to say
Gay or Lesbian Other

Nationality

What is your nationality?

UK national Estonia Lithuania
Bulgaria Hungary Poland
Croatia Ireland Romania
Czech Republic Latvia Slovakia
Slovenia
Other
EEA national Non EEA national

Disability

Do you, or does any of the people moving with you, suffer from any life-limiting illnesses, health problems or disabilities? If so, please give their names below

Name(s):

Which areas do these conditions or illnesses affect?

Please tick all that apply

Vision (for example blindness or partial sight): Learning, understanding or concentrating:
Hearing (for example deafness or partial hearing): Memory:
Mobility (for example walking short distances or climbing stairs): Mental health:
Dexterity (for example lifting and carrying, using a computer): Stamina, breathing or fatigue:
Social or behavioural (for example autism or attention deficit disorder):

Other (please state):

Ethnicity

What is your ethnic group?

White

English / Welsh / Scottish / Northern Irish / British

Irish

Gypsy or Irish Traveller

Any other White background, please state:

Mixed and multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please state:

Asian / Asian British

Indian

Bangladeshi

Pakistani

Chinese

Any other Asian background, please state:

Black African / Caribbean / Black British

African

Caribbean

Any other Black / African / Caribbean background:

Other ethnic group

Arab

Any other ethnic group, please state:

Religion

What is your religion or belief?

No religion

Jewish

Buddhist

Muslim

Hindu

Sikh

Christian

(including Church of England, Catholic, Protestant and all other Christian denominations)

Any other religion:
(please state)

Submitting your joint tenancy application form

Please send your signed and completed form, with copies of any necessary proofs, to the correct housing office.

You must return your form to the office that covers the constituency your joint tenancy home is in. You can find out which constituency an address is in at: constituencyfinder.digiminster.com

Where to send your form

If you live in, or want to move to:

- **Edgbaston, Northfield or Selly Oak**

Landlord Services South
1A Vineyard Road
Northfield
Birmingham
B31 1PG
south.housing@birmingham.gov.uk

- **Hall Green, Hodge Hill or Yardley**

Landlord Services East
PO Box 17471
Birmingham
B2 2HF
east.housing@birmingham.gov.uk

- **Erdington or Sutton Coldfield**

Landlord Services North
599-603 College Road
Kingstanding
Birmingham
B44 0AY
north.housing@birmingham.gov.uk

- **Ladywood or Perry Barr**

Landlord Services Central and West
Botany Walk
St Vincent Street West
Birmingham
B16 8ED
west.housing@birmingham.gov.uk

Birmingham Constituencies

