

About you and your current tenancy

Your full name	
Address	
Phone number	
Email address	
Date your tenancy began	
Type of property / number of bedrooms	

About your proposed joint tenant

Proposed joint tenants name	
Date of birth	
Relationship to you	
Contact phone number	
How long have they lived at your address?	

Who else is living at your home

Name	Date they moved in	Relationship to you	Date of birth

Reasons for your re-allocation request

Important information

You are currently a sole tenant. If we give permission for a joint tenancy you will need to give up your existing sole tenancy. We want you to think very carefully before doing this.

By entering into a joint tenancy, you should understand that both joint tenants have equal rights. If the relationship breaks down in the future, your rights to the tenancy may be at risk. For example, if one joint tenant gives us a notice to quit, the tenancy will end for all tenants and you will lose any rights under the tenancy.

We would strongly suggest that you get some independent advice from Citizens Advice, an advice centre or a solicitor before you proceed with this application.

Have you included the following?

- ☐ Photographic proof of your ID
- ☐ Proof that you have lived at the property for 12 months
- ☐ Confirm you have submitted a joint Homesearch application

Declaration

I declare that the information given by me on this application is correct to the best of my knowledge. I understand that if I knowingly omit or give false information, action will be taken to recover possession of the home. I also understand that I will need to give up my sole tenancy and I have had the opportunity to take advice before proceeding with my application.

Signed _____

Date _____

For further information, on how we use your personal data, details of Vico Homes Privacy Policy can be found on our website vicohomes.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

Data Protection

Vico Homes is a registered charitable Community Benefit Society that provides social housing and social support services. Vico Homes is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379). We're regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team Vico Homes
Merefield House
Whistler Drive
Castleford
WF10 5HX

Email: informationgovernance@vicohomes.co.uk

You have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#).

Vico Homes will process the information you provide on this form as part of administering a contract (tenancy).

For further information, on how we use your personal data, details of Vico Homes Privacy Policy can be found on our website vicohomes.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

Struggling to read this information? Let us know if you would like this letter in another format, size or language.