



## Application for Amendment of Tenancy

This form is to be completed by the person(s) applying to take over the tenancy of

Address .....

**Name of current tenant(s):**

1. ....
2. ....
3. ....

**Name of person(s) applying to take over the tenancy:**

1. ....Contact Number .....
2. ....Contact Number .....
3. ....Contact Number .....

Relationship to current tenant (s)

.....

**What is your current address (if different from above):**

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

How long have you lived there? .....

**Reason for amendment:**

.....



**Do you or your partner have the tenancy or joint tenancy of any other Eastlands Homes or City South (One Manchester) property?**

Yes / No

If yes, please give the address:

.....

**Have you or your partner ever held a tenancy with Eastlands Homes or city South (One Manchester) before?**

Yes / No

If yes, please give details:

.....

.....

**Do you or your partner own or part-own any property?**

Yes / No

If yes, please give details:

.....

.....

**If you are requesting for your name to be removed as a Joint Tenant, please sign and date this declaration.**

I, ..... give One Manchester permission to remove my name from the tenancy at the above address with immediate effect.

I can confirm that I no longer reside at this address.

Signed: .....(former tenant)

Date: .....





## **CHECKLIST**

To support your application please provide us with the following information

**Proof of applicants' identification** – you must provide at least two of the documents listed below

- Birth certificate
- Driving licence (Full)
- Passport
- Benefits book (income support, DLA, Incapacity etc)
- National Insurance Card
- Benefit award letter
- Formal letter from employer, GP, Probation Officer, Social Worker etc.

**Proof of applicants' residency** - you must provide at least two of the documents listed below

- Utility Bill dating back at least 12 months
- Payslips / P60
- Inland Revenue letter
- Benefits book (income support, DLA, Incapacity etc)
- Benefit award letter
- Formal letter from employer, GP, Probation Officer, Social Worker etc.
- Bank statements

**Proof of relationship to current tenant – Partners / Spouse**

- Bank statement showing joint bank account
- Marriage certificate / Civil Partnership certificate
- Joint Welfare benefits claim
- Benefits award letter (showing both names)

**Proof of relationship to current tenant – Relatives**

- Birth certificate showing current tenant as your mother or father
- Adoption certificate

***You must provide us with a copy of the Death Certificate if you are applying for a succession.***

If you are unable to provide any of the above information please contact your Neighbourhood Officer on **PHONE NUMBER**