



hebridean housing
partnership

HEBRIDEAN HOUSING PARTNERSHIP

APPLICATION FOR CHANGE OF TENANCY

Application for Change of Tenancy

Please answer **ALL** questions in **BLOCK CAPITALS** and return to:

LEWIS AND HARRIS
Hebridean Housing Partnership
Gleann Seileach Business Park
Creed Court
Willowglen Road
Stornoway
HS1 2QP

UIST AND BARRA
Hebridean Housing Partnership
17 Wiinfield Way
Balivanich
Benbecula
HS7 5LH

PRESENT TENANT

1. Surname	3. Address
2. Other Name(s)	
4. House size and type	
Tel. No.	

APPLICANT

5. Surname	7. Address
6. Other Name(s)	
8. Date of Birth	
Tel. No.	
9. Relationship to tenant (if any)	10. How long have you lived with the present tenant ?

11. DETAILS OF APPLICANT'S FAMILY

Name	Date of Birth	Sex	Relationship to Applicant
1.			
2.			
3.			
4.			
5.			
6.			

12. Have you ever held a tenancy before ? * Yes/No (Delete which does not apply)
If "Yes" please give address and dates of tenancy

Address	Date(s)
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13. Reason for wishing change of tenancy ? (If present tenant deceased please give date.)

GUIDANCE NOTES FOR TENANTS

1. A Change of Tenancy is the transfer of the tenancy from the tenant to another person, with the written approval of the Director of Operations.
2. Some changes of tenancy are laid down in law under the Housing (Scotland) Act 1987. This Act sets out the conditions which have to be met before someone can succeed to a tenancy. These are as follows:
 - a) a succession of tenancy can only be granted following the death of the tenant;
 - b) the following people would be eligible for succession:
 - the tenant's partner;
 - the surviving tenant (in the case of joint tenants);
 - a member of the tenant's family over the age of 16; and
 - c) the eligible person must have lived in the house continuously for a period of 12 months preceding the death of the tenant.
3. Where an applicant does not legally qualify for succession an application should be made in writing to the Director of Operations stating why it is considered there are special circumstances regarding the claim to the tenancy. Each application is determined by HHP's Board.

DECLARATION

I/We have read the guidance notes above and declare that the information given on this form is correct. I/We also understand that to give false information or withhold information may result in the change of tenancy being cancelled and/or the tenancy being terminated.

Signature(s): _____

Date: _____

Signature(s): _____

Date: _____

For official use only

Input : _____

Date: _____

Authorised: _____

Date: _____