



Assignment Application Form

Assignment is when you give your tenancy to another person and take your name off the tenancy. (You can still remain in the property). The assignee is the person you wish to give your tenancy to.

Part 1: Current tenant details (person giving up tenancy)

1. Current Tenant(s) Name(s) _____

Address

Telephone No.

Other household members: (Do not include assignee details here)

Name	Relationship to Tenant	Date of Birth	Sex

2. Property details:

Type of house _____

Size of house _____

Adaptations _____

Heating Type _____

3. Reasons for Assignment

4. Do you intend to remain in the house after the assignment? (please tick)

Yes _____ No _____

If yes, details of household member(s) staying in the house

Name(s) of those remaining: _____

If no, please provide your forwarding address

5. (a) Are you married, in a civil partnership or do you have a co-habitee with occupancy rights granted by the court? (please tick)

Yes _____ No _____

(b) If yes, complete attached consent form

Part 2: Assignee details (to be completed by person taking over the tenancy)

6. Details of proposed assignee(s) and household members

Name	Relationship to Assignee	Date of Birth	Sex
	Assignee		

7. Have you lived at this address as your only or principal home for the previous six months? (from date of application)

Yes _____ No _____

Date you moved in to property: _____

(Documentation to be supplied to the Housing Officer confirming length of residence, e.g. bank statement, DWP claim, wage slips)

8. Meeting the Terms of Let

Please provide details of all addresses in the past 5 years

Address	Name of Landlord / Owner	From	To	Reason for Leaving

9. Do you have a legal right to reside in the UK?

Yes _____ No _____

Are you subject to immigration control?

Yes _____ No _____

Are there conditions or limits to your permission to stay in the UK?

Yes _____ No _____

If yes, give details

10. (a) Has action ever been taken against you or anyone included in your household for anti-social behaviour?

Yes _____ No _____

If Yes, provide details:

(b) Are there any other legal measures restricting access/behaviour?

Yes _____ No _____

If Yes, provide details:

11. Do you have any support needs?

Yes _____ No _____

If Yes, provide details:

12. Do you have any other relevant information you wish to add?

Yes _____ No _____

If Yes, provide details:

13. Do you agree to be responsible for the payment of any outstanding rent arrears due at the date of assignation?

Yes _____ No _____

14. Declaration

I hereby declare to the best of my knowledge and belief that the information I have given on this form is true and complete. I hereby authorise North Ayrshire Council to make such enquiries as are deemed necessary in connection with any information given by me, to include any personal data protected by the terms of the Data Protection Act 1988.

I understand that if this assignation is granted then the new tenant will only keep the right to buy if my tenancy started on or before 01 March 2011. However, I understand that if the right to buy exists, the maximum discount is 35% of the market value or £15,000 whichever is the lower.

**I also understand that the new tenant will not have any right to buy if my tenancy was created after 01 March 2011 or if this house is in a pressured area;
Further information will be provided where pressured area status applies.**

I understand that I am responsible for any rent arrears outstanding at the date of assignation and agree to enter into an arrangement acceptable to North Ayrshire Council to clear this debt.

Signature(s) of current tenant(s) (those giving up tenancy):

_____ **Date:** _____

_____ **Date:** _____

Signature(s) of assignee: (person taking over the tenancy)

_____ **Date:** _____

_____ **Date:** _____

Equal opportunities monitoring

We will keep all the information we collect confidential. The following information is for monitoring purposes only. We will use this to produce statistics of the people applying for housing. Your name and address will not be used.

You do not need to answer these questions, but we would appreciate your help. Your responses will not affect your application as these are for statistical purposes only.

Please tick the appropriate boxes below. Answer also for any joint applicant.

I do not want to answer any of these questions.

You

1. Are you:

male? female?

2. Are you:

single? married?

divorced? widowed?

legally separated? in a civil partnership?

3. Do you consider yourself to:

be blind or visually impaired?

be profoundly deaf or hearing impaired?

have a physical disability?

have any other disability?

Give details below:

What is your ethnic group?

A White

Scottish

Other British

Irish

Any other white background (give details below)

Please complete other side (if required)

Joint applicant

1. Are you:

male? female?

2. Are you:

single? married?

divorced? widowed?

legally separated? in a civil partnership?

3. Do you consider yourself to:

be blind or visually impaired?

be profoundly deaf or hearing impaired?

have a physical disability?

have any other disability?

Give details below:

What is your ethnic group?

A White

Scottish

Other British

Irish

Any other white background (give details below)

Please complete other side (if required)

Equal opportunities monitoring

You

B Mixed or multiple ethnic groups

Please give details below

C Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

(give details below)

D Black, Black Scottish or Black British

Caribbean

African

Any other Black background

(give details below)

E Gypsy / Traveller

F Other ethnic background

(give details below)

Joint applicant

B Mixed or multiple ethnic groups

Please give details below

C Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

(give details below)

D Black, Black Scottish or Black British

Caribbean

African

Any other Black background

(give details below)

E Gypsy / Traveller

F Other ethnic background

(give details below)