



Joint Tenancy Application Form

Joint Tenancy is when you share the rights and responsibilities of a tenancy with another tenant or tenants.

Part 1: Applicant details (to be completed by existing tenant(s))

1. Current Tenant(s) Name _____

Address _____

Telephone No. _____

Other household members: (Do not include joint tenant details here)

Name	Date of Birth	Relationship to Tenant

2. Property details:

Type of house _____

No of bedrooms _____

Adaptations _____

Heating Type _____

3. Reasons for request for joint tenancy

4. Are you married, in a civil partnership or a cohabitee with an order granting occupancy rights from the court? (please tick)

Yes _____ No _____

If yes, complete attached consent form.

Part 2: Proposed Joint Tenant(s) details (to be completed by Proposed Joint Tenant(s))

5. Details of proposed joint tenant(s)

Name	Date of Birth	Sex

Details of proposed joint tenant(s) household (not to include those listed in Q1)

Name	Date of Birth	Relationship to proposed joint tenant	Sex

6. Has the proposed joint tenant lived at this address as their only or principal home for the previous 12 months?

Yes _____ No _____

Date proposed joint tenant moved in: _____

Have we been notified of proposed joint tenant moving in?

Yes _____ No _____

Date that you notified: _____

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

7. 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

7. (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 orders in force that restrict access or behaviour

Yes _____ No _____

If Yes, provide details:

8. 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. Do you have any support needs?

Yes _____ No _____

If Yes, provide details:

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

Yes _____ No _____

If Yes, provide details:

12. Do you agree to be jointly responsible for the payment of any outstanding rent arrears?

Yes _____ No _____

13. 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.

***We understand that we are jointly responsible for any rent arrears outstanding and agree to enter into an arrangement acceptable to North Ayrshire Council to clear this debt.**

Signature(s) of tenant(s):

Date: _____

Date: _____

Signature(s) of proposed joint tenant(s):

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 application.

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:

4. 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:

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divorced? ☐ widowed? ☐
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Give details below:

4. 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

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) ☐

- C Asian, Asian Scottish or Asian British ☐
- Indian ☐
 - Pakistani ☐
 - Bangladeshi ☐
 - Chinese ☐
 - Any other Asian background (give details below) ☐

- C Black, Black Scottish or Black British
- Caribbean ☐
 - African ☐
 - Any other Black background (give details below) ☐

- D Black, Black Scottish or Black British
- Caribbean ☐
 - African ☐
 - Any other Black background (give details below) ☐

-
- E. Gypsy/Traveler ☐
- F. Other ethnic background (give details below) ☐

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- E. Gypsy/Traveler ☐
- F Other ethnic background (give details below) ☐