

Succession Application Form

Succession is when you apply to take over the tenancy following the death of the tenant or joint tenant. When a tenant dies, any joint tenant will usually take over the tenancy. If there is no joint tenant, a partner (married, or not) can take over the tenancy. This is called a succession.

1. Current tenancy details

Property Address

Name of Deceased Tenant

Date of Death

Is house designed or adapted for a person with special needs? Yes/No

If yes, give details

2. Applicant details

Your Name

Date of Birth

Telephone No

What is your relationship to the deceased tenant?

(eg husband, wife, civil partner, partner, son, daughter, carer)

Was this house your only or main home at the time the tenant died?

Yes/No

If yes, how long have you lived at this address as your only or main home?

Since

Your last address _____

If you were a tenant, who was your landlord?

Give details of all other persons living in the house at present, and any who would join your household if you succeed to the tenancy

[illegible]

4. Declaration

Universal Credit Claimants

I understand that if this application is approved I may not be able to claim Universal Credit Housing Costs from the date of the current tenant's death until the application approval date, depending on my individual circumstances. This may result in rent arrears accruing on my rent account.

I understand that Universal Credit is normally only backdated for one month in specific circumstances under Regulation 5 of the Claims and Backdating Regulations. Advice and Guidance on whether this will apply to me is available from the Welfare Reform Advice Team (Telephone 0300 999 4606).

I understand that I must inform the DWP of my change in circumstances as soon as possible, to ensure that I am awarded any benefit(s) that I am entitled to.

I 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 any necessary enquiries in connection with the information I have provided, to include any personal data protected by the terms of the Data Protection Act 1998.

Signed _____ Date _____

Signed _____ 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:

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)

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