



LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Council Housing Services

Application to change your tenancy

**Single (sole)
Tenancy to
Joint Tenancy**

Tenancy Matters

This information can be made available in large print, braille, audio and other languages.
For further details please contact us on (01524) 582929.

www.lancaster.gov.uk

REQUEST FOR A JOINT TENANCY

Before completing your request for a joint tenancy please read these notes.

If you still want us to consider your request please complete the application form attached.

What conditions will be applied?

Where a request is made the Council will allow a sole tenancy to be converted to joint when the tenant marries or has been cohabiting for 12 months.

NOTE: these are the only circumstances when a single to joint tenancy can be granted.

Any request to change the tenancy from sole to joint will normally be refused if any of the following situations apply:

- court proceedings for possession have been started
- a notice has been served
- a court order for possession is in force.
- the change would make a household overcrowded
- the home has been adapted for a person with physical disabilities, or it is in a sheltered housing scheme, and the other tenant does not need these special features. A tenant moving to a specially adapted property must have been assessed and given a medical recommendation by the Council, for that type of accommodation

What is a joint tenancy?

In joint tenancies both partners have the full rights and responsibilities of the tenancy – together and separately.

Joint tenants both have equal rights to occupy the home. This means that neither tenant is able to prevent the other from living in the home without a court order. The court can also ask that the tenancy is put in the name of one partner following the breakdown of the relationship.

You should also be aware that if one joint tenant gives up the tenancy (by giving us 28 days' notice in writing) then the tenancy will end. As the landlord we will then decide whether to grant a new tenancy to the remaining occupant.

How is the joint tenancy created?

If your request to create a joint tenancy is granted in order to create a joint tenancy, you must first agree to end your existing tenancy.

The existing sole tenancy is brought to an end by the Council and the tenant agreeing to the tenancy being ended – this is called “surrendering the tenancy”. This will mean that you will have to complete a tenancy termination form.

At the same time we will complete a formal sign up interview and you and your partner will sign a new tenancy agreement. This will create a new joint tenancy.


When will the Council agree to a tenancy change?

We will respond to your request within 2 weeks.

CONTACT INFORMATION

Council Housing Services


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LANCASTER
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 01524 582929

@: councilhousing@lancaster.gov.uk

Our office hours are 9.00 am to 5.00 pm weekdays
(10.00 am to 5.00 pm Wednesdays)

In an emergency ring the Council's Central Control Centre,
which is open 24 hours a day, 365 days a year.

The number to call is  01524 67099

Calls may be recorded to help improve our standard of service
and accuracy of information