



LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Council Housing Services

Application to change your tenancy

**Joint Tenancy
to Single (sole)
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 SOLE TENANCY

Before completing your request for a sole tenancy please read this booklet.

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

What conditions will be applied?

To change a joint tenancy to a sole tenancy, the joint tenancy has to be terminated and a new tenancy is created in a sole name.

Any request to change the tenancy from joint to sole 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
- if both current tenants are in dispute over the tenancy, this matter should be settled through the Courts. The Court will decide whether to award a sole tenancy and in whose favour.

If one joint tenant has left the tenancy, subject to the above, and in addition you can satisfy the Council that the joint tenant has permanently left having no intention to return the Council will consider a request for a sole tenancy.

How is the sole tenancy created?

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

The existing joint tenancy is brought to an end by the Council and the tenant(s) 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 the former joint tenant remaining at the property will sign a new tenancy agreement. This will create a new sole tenancy.


When will the Council agree to a tenancy change?


We will respond to your request within 2 weeks.

CONTACT INFORMATION

Council Housing Services


38 Cable Street
LANCASTER
LA1 1HH

 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