

Housing Services

Guidance for Tenants

Tenancy changes - adding a joint tenant

Introduction

A joint tenancy is when two or more people sign an agreement and become jointly and severally liable for meeting the conditions of the tenancy which includes paying the rent.

People who you wish to create a joint tenancy with should familiarise themselves with the terms and conditions in the tenancy agreement before they apply. A decision to offer a joint tenancy is at the discretion of the Council.

There is no legal entitlement for the Council to grant a joint tenancy.

Applying for a joint tenancy

Before applying for a joint tenancy the following criteria must be met:

- **You must hold a Secure Periodic Tenancy** (for those over 60 years of age)
- **The proposed joint tenant must be your spouse, partner or civil partner**
- **There must have been no previous succession or assignment to the tenancy**
- **The proposed joint tenant must have lived at the property for one year minimum as their principal home. Please note, this is not applicable if you are married**
- **The proposed joint tenant must not hold another tenancy elsewhere or own any other property**
- **The proposed joint tenant must not have savings in excess of £60,000 (for those under 60 years of age) and £150,000**
- **It is your responsibility as the tenant to have checked the proposed tenant has a legal right to remain in the country**
- **You must have a clear rent account**
- **The property must not be overcrowded**
- **There must be no valid legal notices, court order or breaches of tenancy against the address**
- **An inspection of the property may be carried out and any rechargeable works completed**

To apply for a joint tenancy you need to complete an application form which must be returned to the Council offices along with any relevant supporting documentation.

Once we have received your completed application we will make a decision. We will not unreasonably refuse permission for a joint tenancy.

If your application is accepted, and once all is in order we will contact you to sign the relevant documentation.

Contact us

If you would like further information or advice, please contact Customer Services by calling 0300 1234 000 and asking to speak to a Housing Officer

