Please answer the following questions and return this form to enquiries@futureshg.co.uk.

**Please be aware that we cannot process your request without documents being provided.**

|  |
| --- |
| **Section 1 – Remaining Tenant**  |
| Title  | Name | Surname |
| Address |  |
| Contact Number |  |
| Email Address  |  |

|  |
| --- |
| **Section 2 – Outgoing Tenant** |
| Title | Name | Surname |
| New ContactAddress |  |
| Contact Number  |  |
| Email Address  |  |

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| **Section 3 – Remaining Tenant - Please included all family members who would be residing with you at the above address.** |
| **Surname** | **First Name(s)** | **Relationship to You** | **Date of Birth** |
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| **Section 4 – Reason for Application**  |
| Please use the space below to provide further details to support your application to amend your tenancy. |

|  |
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| **Section 5 – Type of Enquiry** |
| **Please tick the relevant box:** |
| Joint to Sole Assignment |  | Both tenants must agree and sign this form giving their consent, or you must provide a copy of the Property Adjustment Order you were awarded by the court in order to process your application.  |
| Complete Assignment |  | Please provide proof of 12 months residency plus a form of photographic identification for the proposed new tenant. |

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| **Section 6 - Declaration** |
| **Please read the following before signing and returning this form to us.** We declare that the information provided on this form is accurate. To proceed with the application please ensure all documents requested are attached.  |
| Remaining Tenant Signature | Date |
| Print Name |
| Outgoing Tenant Signature  | Date |
| Print Name |