Please answer the following questions and return this form to [enquiries@futureshg.co.uk](mailto: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 Contact  Address |  | |
| Contact Number |  | |
| Email Address |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Section 4 – Reason for Application** |
| Please use the space below to provide further details to support your application to amend your tenancy. |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |
| --- | --- |
| **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 | |