

TENANCY ASSIGNMENTS



**A guide to
passing your
tenancy on to
someone else**

Creating homes
shaping places





If your tenancy started after 11 March 2002 you may be able to pass your tenancy on to another tenant. This can be done using a 'deed of assignment'. The information in this leaflet explains what an assignment is and who is eligible.





WHAT IS AN ASSIGNMENT?

A tenancy that is in two names (a joint tenancy) can be changed to a sole tenancy (in one name) if one tenant wants to be removed. Both tenants must sign a special legal document called a deed of assignment. To pass – or assign – a tenancy to another person, they must:

- Be the tenant's husband, wife or civil partner;
- Have our permission;
- Have no rent arrears.

DIVORCE OR SEPARATION

If your relationship with your partner breaks down, it may be necessary to convert your tenancy from joint to sole and assign the tenancy to just one of you.

This is a simple process as long as both tenants agree who will take over the tenancy and both of you can be contacted easily.

If you cannot agree who gets the tenancy you must go through the courts to decide. We will always abide by their orders. This process is called a Tenancy Transfer Order.

It is important to take the name of the person who permanently leaves the property off the tenancy. If it stays on the tenancy they will still have access to the property and the same rights and responsibilities as the tenant. This includes being responsible for paying rent and being able to end the tenancy by giving notice.

If one tenant on a joint tenancy gives notice, the tenancy ends for all those who live at the property. Unless you have a fixed term tenancy as you will both be required to sign to end.

HOW TO APPLY

If you want to apply for an assignment you will need to complete an application form. Please contact our customer services team on 0300 555 0500 or visit our website – chp.org.uk. We can complete the form with you if you need help.

Please contact us if you would like a copy of this document in large print, on CD or in another language.

Proszę się z nami skontaktować, żeby otrzymać ten dokument w wersji dużym drukiem, na płycie CD lub w innym języku. (Polish)

倘若您需要本擋以大字體、音頻格式(CD)或另外一種語言提供、請聯絡我們。(Cantonese)

Bu belgeyi büyük boyutlu baskı olarak, CD ortamında veya başka bir dilde edinmek istiyorsanız lütfen bizimle irtibata geçin. (Turkish)

Kreipkitės į mus, jei norėtumėte gauti šio dokumento kopiją stambiu šriftu, jo garso įrašą kompaktiniame diske arba jei norėtumėte jį gauti kita kalba. (Lithuanian)

আপনি যদি এই নথিটির একটি কপি বড় অক্ষরের ছাপায়, সিডি তে অথবা অন্য একটি ভাষায় পেতে চান, অনুগ্রহ করে আমাদের সাথে যোগাযোগ করুন। (Bengali)

IF YOU HAVE ANY QUERIES PLEASE CONTACT US:

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