

# JOINT TENANCY APPLICATION



Application to add a person to your tenancy i.e. change your sole tenancy to a joint tenancy. For your application to be successful you must prove that you have lived with the applicant for 12 months or more. Please provide evidence such as council tax / housing benefits records or bank statements. Alternatively we will accept a copy of your marriage certificate.

Please note BOTH tenants will need to be available to sign this document in the presence of a Housing Management Co-ordinator before the tenancy can be changed.

Once complete, please return this form to:

CHP, Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB

The Data Protection Act places an obligation on us all to ensure the information we keep about residents is accurate, up-to-date and confidential. Please visit [www.chp.org.uk/privacy](http://www.chp.org.uk/privacy) for more information on how we look after your data.

## THE PROPERTY:

|                               |
|-------------------------------|
| Address (including postcode): |
|-------------------------------|

Full name of sole tenant:

|        |             |          |
|--------|-------------|----------|
| Title: | First name: | Surname: |
|--------|-------------|----------|

Details of all current residents:

| Title | Full name: | Date of birth: | Relationship to you: |
|-------|------------|----------------|----------------------|
|       |            |                |                      |
|       |            |                |                      |
|       |            |                |                      |
|       |            |                |                      |
|       |            |                |                      |

Details of person you wish to add to your tenancy:

|                |                            |          |
|----------------|----------------------------|----------|
| Title:         | First name:                | Surname: |
| Date of birth: | Relationship to applicant: |          |

Previous address(es) for last five years (starting with the most recent):

|                               |
|-------------------------------|
| Address (including postcode): |
|-------------------------------|

|                |                 |
|----------------|-----------------|
| Date moved in: | Date moved out: |
|----------------|-----------------|

|                               |
|-------------------------------|
| Address (including postcode): |
|-------------------------------|

|                |                 |
|----------------|-----------------|
| Date moved in: | Date moved out: |
|----------------|-----------------|



## DECLARATION

I confirm that the joint tenant is either (please tick one):

Someone who has lived with me previously for a period of 12 months;

A spouse who I have recently married.

I certify that the particulars and details provided in this application are true and correct. I have enclosed any documentation that supports my application and understand that any false statement made knowingly or recklessly to obtain the tenancy may result in CHP taking legal action.

|                             |              |              |
|-----------------------------|--------------|--------------|
| Signature (current tenant): | Print name:  | Date:        |
| <br><br><br>                | <br><br><br> | <br><br><br> |

|                        |              |              |
|------------------------|--------------|--------------|
| Signature (applicant): | Print name:  | Date:        |
| <br><br><br>           | <br><br><br> | <br><br><br> |

### INTERNAL OFFICE USE

Signatures checked against applications forms

|                |                 |              |
|----------------|-----------------|--------------|
| HMC signature: | HMC print name: | Date:        |
| <br><br><br>   | <br><br><br>    | <br><br><br> |



## CHP Privacy notice

CHP is committed to protecting your privacy and this Privacy Notice explains how we use information about you and how we protect your personal data.

Please view our full privacy notice here: [www.chp.org.uk/privacy](http://www.chp.org.uk/privacy)

### Our Promises to you

We take the issue of your privacy extremely seriously and we promise to:

- Respect your personal data and keep it secure on your behalf;
- Allow you to access the data that we hold about you;
- Let you know how we use your data. We may update this notice, or contact you directly, from time to time to provide you with more information about how we use your data and protect your privacy;
- Keep your data accurate and up to date by amending your records when you contact us or by asking you, from time to time, if the information we hold on you is still up to date;
- Help you move your data to another landlord, if you want us to do so. If you stop having a tenancy with us, we will delete your data as soon as we are able to (certainly within 6 years) unless you still owe us money or have been evicted for anti-social behaviour, where we may keep your data for longer.

### Your rights

The law gives you a number of rights to control what personal data is used by us and how it is used by us. You have the right to:

- Be informed about what we do with your data. This privacy notice (which may be updated from time to time) is the principal way we will do this;
- Access the data we hold about you;
- Object to CHP processing your data (on the basis of our legitimate interests);
- Tell us to correct your data where it is inaccurate and to ask us to stop processing your data until it has been corrected. If you think the data we hold on you is not accurate then please contact our Service Centre on 0300 555 0500 or visit our online portal;
- Ask us to erase your data. We will only do this if we no longer have any contractual obligations to you or there are compelling reasons to retain your data and we promise to explain these to you;
- Ask us to move your data to your new landlord free of charge if you transfer to another property owned by a different landlord.

We have a Data Protection Officer who makes sure that we respect your rights and follow the law. If you have any questions please contact our Data Protection Officer by emailing [dpo@chp.org.uk](mailto:dpo@chp.org.uk) (please put DPO in the email subject line); calling 0300 555 0500 or by writing to: CHP Data Protection Officer, Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB.

If you believe that CHP has not complied with your data protection rights, you can contact the Information Commissioner's Office, which can be contacted on 0303 123 1113 or via [www.ico.org.uk](http://www.ico.org.uk)



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:

Web: [chp.org.uk](http://chp.org.uk)

Email: [enquiries@chp.org.uk](mailto:enquiries@chp.org.uk)



[facebook.com/CHPHomes](https://www.facebook.com/CHPHomes)



[twitter.com/CHPHomes](https://twitter.com/CHPHomes)

Tel: 0300 555 0500

Text relay: 18001 0300 555 050

Write to CHP at:

Myriad House,  
33 Springfield Lyons Approach,  
Chelmsford,  
CM2 5LB



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