



Leicester
City Council
Housing

APPLICATION TO MAKE A TENANCY JOINT

ADDRESS _____

PROPERTY REFERENCE NUMBER _____

CURRENT TENANT _____

APPLICANT'S NAME _____

RELATIONSHIP TO TENANT _____

LENGTH OF TIME LIVING AT PROPERTY _____

TENANT'S SIGNATURE _____

APPLICANT'S SIGNATURE _____

DATED _____

OFFICE USE ONLY

QUALIFYING CRITERIA CHECKED _____

PROOF OF QUALIFYING CRITERIA RECEIVED _____

APPLICATION APPROVED/REFUSED _____

COMMENTS _____

HOUSING OFFICER _____ SIGNATURE _____

DATED _____

The information on this form will be part of your tenancy record with Leicester City Council Housing Department and will be used to assess and process your application for a change of tenancy.

The information will be processed in accordance with the terms of the Data Protection Act 1998 and Leicester City Council will be the controller of the data for the purpose of that Act.

If you want to know more about the information we are holding, or the way we use it, you can write requesting details to: Leicester City Council, IT Contracts & Security, 'B' Block, New Walk Centre, Welford Place, Leicester, LE1 6ZG.