



Leicester
City Council

Application to add a person to a tenancy

Name (current tenant)	
Address	
Telephone number	
email address	

Applicant's name	
Relationship to tenant	
Length of time applicant has been at the property	
Proof provided	

Important information

The council has no legal obligation to allow a sole to joint tenancy however we will allow this for secure tenants where the following situations occur:

- Where a tenant wants to add a husband, wife, civil partner, partner (including same sex relationships) to the tenancy.
- Where a tenant wants to add a live-in carer to the tenancy.

The applicant must provide proof they have been living at the property for 12 months immediately prior to the application, as their only and principal home.

Reasons for refusal of a sole to joint tenancy application:

- the current tenant has rent arrears
- a valid Notice of Seeking Possession has been served for a breach of tenancy conditions
- there is a valid Court Order against the tenant for possession of the property. This also includes a suspended Court Order
- the applicant owes money to the authority for former tenancy rent or other charges
- the applicant owns a property or has a tenancy elsewhere
- the applicant is under 18
- one party does not intend to live in the property
- the applicant does not pass the Person From Abroad test

If the application is approved the tenant must terminate the sole tenancy before he/she and the applicant can sign for the joint tenancy. The new joint tenancy must start on the same Monday as the previous sole tenancy expires. If this does not happen the joint tenancy may become introductory.

Tenant's signature		Date	
Applicant's signature		Date	