

# Change of Household Composition

Tenants Name \_\_\_\_\_

Joint Tenant Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_

**PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS**

Do you require any of the following options to aid you with your application?

Large Print Text

Language Interpreting Service

Braille Text



Tenancy Reference No.

Date Returned:

## 1. Please provide details of all persons presently occupying the property:

Full Name	Relationship to main applicant(s)	Age	Date of Birth
	Tenant		
	Joint Tenant (if applicable)		

## 2. Proposed arrangements

### Name(s) of Person(s) who will join / has joined your household:

Full Name	Male/ Female	Relationship to Tenant	Current/Previous Address	Age	Date of Birth	Date change took / will take place

### Name(s) of Person(s) who will leave/ has left your household:

Full Name	Male/ Female	Relationship to Tenant	Current/Previous Address	Age	Date of Birth	Date change took / will take place

**Is the person leaving the household a Joint Tenant?**

Yes

No

*You will need to complete a Joint to Sole Tenancy form*

**Does the remaining Joint Tenant wish to become the Sole Tenant?**

Yes

No

**If you are in receipt of Housing Benefit or Universal Credit, have you informed them of this change in circumstances?**

Yes

No

*Have you updated your Housing Benefit or Universal Credit claim?*

*You will need to contact your benefit agency to do this.*

**What is the reason for the change?**

**Have you changed your name?**

Yes

No

Tenant Previous Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Date change took place \_\_\_\_\_

Joint Tenant Previous Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Date change took place \_\_\_\_\_

**Have you notified Housing Benefit / Universal Credit?**

Yes

No

**Has anyone included on this application been evicted for anti-social behaviour within the last 3 years?**

Yes

No

**If Yes, please provide details:**

Name of Person Evicted \_\_\_\_\_

Evicting Landlord \_\_\_\_\_

**Has any person covered by this application been the subject of an Anti-Social Behaviour Order (ASBO) under Section 19 of the Crime and Disorder Act 1998, on or after 30th September 2002?**

Yes

No

**If YES please provide details:**

Name of person subject to ASBO \_\_\_\_\_

**Are you, or any person noted on this application form required to register with police under the Sex Offenders Act 1997**

Yes

No

## DECLARATION

Please read through the following statements and sign at the bottom to acknowledge and show you understand and agree with them

- I declare that to the best of my knowledge, the answers given to the questions on this form are true and accurate. I/We understand that any false information provided may result in legal action being taken against me/us.
- I/We authorise the Association to make any necessary enquiries to verify the accuracy of the information provided.
- I confirm that I will notify Angus Housing Association immediately of any changes in my circumstances as related in this application.

Name (Block Capitals) \_\_\_\_\_

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

Name Joint Tenant (Block Capitals) \_\_\_\_\_

Signature of Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_

**This form should be used to tell us of a change in the number of people who form part of your household, especially if the number of people is going to increase, or has already increased.**

**Please read the questions and answers carefully before completing this form. If you have any other questions, please contact your Housing Officer.**

***Q. Who is a member of my household?***

- A. • Anyone who is a member of your family, including “dependents” – (this means someone who relies on you for support, e.g. a child or an older relative needing care).
- For anyone coming to stay with you who is not a member of your family, please ask for the Application Form “Taking in a Lodger”.

***Q. What kind of changes should I tell you about?***

- A. • Any change of the number of people staying with you, for example:
- If you get married, or want your partner to come and stay with you on a permanent basis;
  - If you become a parent, especially if this means you will need a larger home;
  - If you or your spouse/partner’s children are to come and stay with you, for example children from a former marriage, or as a result of a change in custody arrangements;
  - If you become a foster parent;
  - If you want a dependent to stay with you;
  - If someone you have already told us is living with you leaves your home permanently.

***Q. Are there any reasons why increasing the number of people staying with me would not be possible?***

- A. • Normally, it will not be possible for you to let another person who is over 16 years come and stay with you if that means that your home will be over-crowded, as to make a home deliberately over-crowded is against the law.
- [NOTE: The rule about over-crowding will not apply to dependants being added to your household, though this means that you will need to apply for a larger house.]

**Once completed please send your form to:**

**Arbroath Office:**

Angus Housing Association Ltd  
93 High Street  
Arbroath  
DD11 1DP

**Dundee Office:**

Angus Housing Association Ltd  
Ormiston Crescent  
Whitfield, Dundee  
DD4 0UD

**OFFICIAL USE ONLY**

Tenant Ref No: \_\_\_\_\_

HB/UC Informed    Yes     No     Date \_\_\_\_\_

Records Updated: \_\_\_\_\_    Letter Sent: \_\_\_\_\_    Date: \_\_\_\_\_

## **YOUR PERSONAL INFORMATION (TENANT)**

We, Angus HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Full Statement available on our website

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at [angusdpo@infolawsolutions.co.uk](mailto:angusdpo@infolawsolutions.co.uk) or writing to: **The Data Protection Officer, Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP.**

You can contact us by: e-mail at [admin@aha.org.uk](mailto:admin@aha.org.uk); telephone on **0345 177 22 44**; or writing to: **Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP**

### **Angus Housing Association Limited**

93 High Street, Arbroath  
Angus DD11 1DP

The Square, Ormiston Crescent  
Dundee DD4 0UD

Tel 0345 177 2244 Email [admin@aha.org.uk](mailto:admin@aha.org.uk) [www.angusha.org.uk](http://www.angusha.org.uk)

Scottish Charity No. SC020981