

Application for Succession to a Scottish Secure Tenancy

Name _____

Address

Postcode _____

Home Tel. _____

Mobile No. _____

Email Address _____

In the event of the tenants death, in order to succeed to a tenancy the person must have been living in your property as their only principal home for the **12 months before making this application. The Association must also have been informed that they were a member of the household.**

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. Your Details

Full Name	Date of Birth	Relationship to deceased tenant
<div></div>	<div></div>	<div></div>

Is this your main home? Yes ☐ No ☐

Property type: ☐ House ☐ Bungalow ☐ Flat

Property sub type: ☐ Semi-Detached ☐ Mid Terraced ☐ End Terraced

☐ Ground Floor ☐ First Floor ☐ Second Floor

☐ Maisonette ☐ Four in a block

Number of bedrooms: ☐ 1 ☐ 2 ☐ 3

☐ 4 ☐ 5

Was the house purpose built for someone with a disability or have any adaptations been made? Yes ☐ No ☐

If yes, do you or a member of your family have a disability? Please provide details:

2. Deceased Tenant

Name

Date of Death

Copy of Death Certificate? Yes ☐ No ☐
(This is required before succession can be approved)

3. Details of Solicitor or Executor of Will

Solicitor or Executor's Name:

Address

Postcode

Telephone Number

4. If you were a carer

Please provide the details of your last address before you moved to care for the deceased tenant (or a member of their family)

Address

Postcode _____

5. Please provide details of all other persons currently living in the household

Full Name	Relationship to deceased tenant	Date of Birth

6. Please provide details of anyone joining your household if you succeed to tenancy

Full Name	Relationship to you	Date of Birth	Previous Address

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 my/our application to run a business from home being cancelled.
- I/We authorise the Association to make any necessary enquiries to verify the accuracy of the information provided.
- I/We understand that illegal activity as a result of this arrangement will result in action being taken against my tenancy.
- I confirm that I will notify Angus Housing Association immediately of any changes in my circumstances as related in this application.
- I understand that the issue of this form does not guarantee permission to succession to a tenancy from Angus Housing Association Limited

Name (Block Capitals) _____

Signature of Tenant _____ Date _____

Name Joint Tenant (Block Capitals) _____

Signature of Joint Tenant _____ Date _____

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 - *To be completed by Housing Management staff*

Date of receipt of application: _____ Reply required by: _____

Date of response: _____ Tenancy Reference number: _____

Is the applicant a qualifying person? Yes ☐ No ☐

Priority:

First priority: ☐ Joint tenant ☐ Cohabiter ☐ Tenant's spouse/civil partner

If a cohabiter, has he/she lived in the property as his/her principal home for 12 months prior to the death of the tenant? Yes ☐ No ☐

Are there any other persons eligible to succeed? Yes ☐ No ☐

Second priority: ☐ Spouse or Cohabiter ☐ Grandparent
☐ Parent ☐ Children and Grandchildren
☐ Stepchildren and Foster Children ☐ Sister and Brother
☐ Aunt and Uncle ☐ Niece and Nephew

Are there any other persons eligible to succeed? Yes ☐ No ☐

Third priority:

Are there any other persons eligible to succeed? Yes ☐ No ☐

Has the applicant given up their principal home to care? Yes ☐ No ☐

If yes, obtain written evidence (e.g. confirmation from previous landlord of Tenancy termination).

Has the applicant submitted evidence to confirm that the house is his/her principal home?
Please provide details and photocopies and list details of proof provided

If the property has been purpose built for someone with a disability or any adaptations has been made, does the person who is eligible to succeed have special needs, or are they a spouse, cohabiter, same sex partner or joint tenant? Yes ☐ No ☐

If no, alternative accommodation must be provided.

If application is refused, has applicant been advised of appeal rights? Yes ☐ No ☐

Has the application been approved? Yes ☐ No ☐

If no, please specify why:

Signature _____ (Housing Officer) Date _____

Signature _____ (Housing Manager) 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 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; 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 www.angusha.org.uk

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