Neighbourhood Services
Change of Circumstances
Form

Please complete all sections

Section 1 – Basic Information

What do you want to do?

<table>
<thead>
<tr>
<th>Change of name</th>
<th>Add occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove occupants</td>
<td>Sole to joint tenancy</td>
</tr>
<tr>
<td>Joint to sole</td>
<td>Notification of lodger</td>
</tr>
</tbody>
</table>

Address and Postcode:


Tenant Details:

<table>
<thead>
<tr>
<th>Occupant</th>
<th>First Name</th>
<th>Surname</th>
<th>Sex</th>
<th>DOB</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Tenant 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Details Tenant 1:

- Home Telephone
- Mobile
- Work
- Email

Contact Details Tenant 2:

- Home Telephone
- Mobile
- Work
- Email
Section 2 – Change of Name

Complete this section if you are changing your name or another household member’s name

<table>
<thead>
<tr>
<th>Relationship e.g. tenant or son</th>
<th>Old name in full</th>
<th>New name in full</th>
<th>Date name legally changed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please tick the relevant box to indicate the evidence you have attached to this application confirming the name change(s) required

- [ ] Deed Poll
- [ ] Marriage certificate
- [ ] Divorce or Dissolution
- [ ] Wishes to be know as statement

**If changing a child’s name please also include:**

- [ ] Child’s birth certificate
- [ ] An affidavit signed by a suitable witness to formally identify the child(ren)

Please continue on next page…
Section 3 – Notification of Occupancy Change

Complete this section to add or remove an occupant in your household
Please note Slough Borough Council will acknowledge occupants you wish to add to the household. By adding the occupants we do not imply or give permission.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>First name</th>
<th>Surname</th>
<th>DOB</th>
<th>Ethnicity</th>
<th>Add or Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Forwarding address if removing. Previous address if adding

<table>
<thead>
<tr>
<th>Relationship</th>
<th>First name</th>
<th>Surname</th>
<th>DOB</th>
<th>Ethnicity</th>
<th>Add or Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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</tbody>
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Forwarding address if removing. Previous address if adding

<table>
<thead>
<tr>
<th>Relationship</th>
<th>First name</th>
<th>Surname</th>
<th>DOB</th>
<th>Ethnicity</th>
<th>Add or Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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<th>First name</th>
<th>Surname</th>
<th>DOB</th>
<th>Ethnicity</th>
<th>Add or Remove</th>
</tr>
</thead>
<tbody>
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<td>4</td>
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</tr>
</tbody>
</table>

Forwarding address if removing. Previous address if adding

Evidence required to add a child as an occupant:
Children’s full birth certificates
Child Benefit letter showing child’s name

Evidence required to add spouse or partner as an occupant:
Marriage or civil ceremony certificate
Passport, identity card or photo driving licence
Other ID such as tax documents

Evidence to add another household member:
Passport, identity card or photo driving licence
Other ID such as tax documents
Section 4 – Joint to Sole or Sole to Joint Request

Complete this section where you wish to change your tenancy from joint to sole or sole to joint

Joint to Sole
Where you submit a request to remove a joint tenant from a joint tenancy you may be able to do this by Assignment, or you will have to provide an original copy of a Property Adjustment Order pursuant to either:

- Matrimonial Causes Act 1973 - Award of a property transfer order on relationship breakdown
- Family Law Act 1996 - Award of a property transfer order on relationship breakdown where the parties are not married
- Children Act 1989 - Property Transfer Order for the benefit of a child of unmarried parents
- Civil Partnership Act 2004 (schedule 5 part 2) - Award of a property adjustment order following dissolution, nullity or separation.

Joint tenant you wish to remove as per the court order

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>Relationship</th>
<th>DOB</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Forward address

Date moved to new address:

Sole to Joint

Please note that it is policy of Slough Borough Council not to add a Joint Tenant and to create a new joint tenancy. Therefore any request, where approved, will recognise your spouse or partner as such adding them as an occupant only. This will indicate on our records they have primary succession rights.

To add your spouse or partner as an occupant please complete section 3 above.

If you wish for your spouse, civil partner, or partner to have a right to discuss your account in future with us, please indicate this by ticking the box below and sign and date.

I give rights to my spouse, civil partner, or partner to discuss my account and act on my behalf as and when required until further notice from me.

Signed tenant:

Date:

Please continue on next page…
Section 5 – Notification of a Lodger

You should complete this section if you wish to take in a lodger.

**Lodgers details**

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>DOB</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please tick to confirm that you have notified housing benefit or DWP and declared any income to avoid possible overpayments in your claim  

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**Personal information statement**

*I understand and agree that Slough Borough Council will store my information on its systems to deliver services to me, and Slough Borough Council can disclose my information to other organisations to verify my request and to use my information in future where necessary to deliver the services I may need or want, or where required to disclose by law, or with our partners. I/We consent to a credit check to prevent fraud as part of my application. Any person knowingly making a false statement or misrepresentation in this application, may be investigated and prosecuted under any and all relevant legislation.*

Signed Tenant:  
Print:  
Date:  

Signed Joint Tenant:  
Print:  
(where completing a joint to sole application and have a property adjustment order)  
Date:  


Neighbourhood Housing Officer Assessment

To assess this form the officer managing the application must verify all responses in the above application cross referencing the Tenancy Management Policy and Change of Circumstances Procedure

Neighbourhood Housing Officer Recommendation

(please circle recommendation)

A  Request Approved
B  Request Rejected  (state reason)

Neighbourhood Housing Officer Name __<NHO name>________________________________
Signature____________________________________________________________________
Date______________________________________

All evidence must be attached to this application for the Team Leader to authorise

Tenancy Team Leader Approval of Neighbourhood Housing Officer Recommendation

(please circle)

AGREED

NOT AGREED (reasons if not agreed and advised course of action)

Tenancy Team Leader Name <NTTL name >
Signature
Date

Team Leader must review all evidence and ensure compliance with policy