

For office use only

Rent account checked (tick to confirm) Recharges checked (tick to confirm) Failure to keep to tenancy regulations checked (tick to confirm)

Date / / Date / / Date / /

Initials Initials Initials

Clear Arrears Clear Arrears Yes No

Details of action you have taken relating to this tenancy
Please list here any details, such as rent arrears or tenancy management.

Authorisation
Authorised by:

Position: Date: / /

5

Refusal

Refused by:

Position: Date: / /

Reason for refusal:

6

Applying to change a single tenancy to a joint tenancy

Please use this form if you want to include a husband, wife or partner in your tenancy. Once you have filled the form in, please return it by post to:

Berneslai Homes, PO Box 627, Barnsley S70 9FZ

You can also deliver it in person to any Barnsley Connects Office. We will consider your request and give you our decision within 10 working days of receiving your application.

Please give your answers in the space provided.

Your full name:

Your address:

Your phone number:

The date your tenancy started: / /

The applicant's full name
(the person you want to become a joint tenant):

Their date of birth:

Their National Insurance number:

Their relationship to you:

How long have they lived at this address?
Please provide proof that they live there
(For example, bank statements, wage slips).

What type of property do you live in?
(For example, a bungalow)

How many bedrooms are there?

Does your home have any adaptations for a disabled person?

If you are asking to become joint tenants because you have married, please provide a copy of your marriage certificate.

Where has the applicant lived over the last five years?

Address	Were they a lodger, tenant or owner?	Date from:	Date to:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

April 2008



Corporate member of **231**
Plain English Campaign
Committed to clearer communication

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Declaration

As far as I know, the information I have given on this form is correct. I understand that if you give me a tenancy and I have deliberately made false statements or failed to provide relevant information, you can take action to evict me.

I give you permission to get any relevant information from other organisations, for the purpose of checking this application.

I understand you may share my information with other agencies to detect and prevent fraud.

Your signature:

Applicant's signature: Date:

If you need help filling in this form, please ask one of our staff or call Customer Services on 01226 772720.

اگر برای درک این مطلب نیاز به کمک دارید، از یکی از کارکنان ما کمک بخواهید، یا با بخش خدمات رسانی به مشتریان ما تماس بگیرید. شماره تلفن 01226 772720

اگر آپ کو ان معلومات کو سمجھنے کے لئے مدد کی ضرورت ہے، تو براہ مہربانی ہمارے عملے کے کسی رکن کو پوچھیں، یا کسٹمر سروسز سے رابطہ کریں، ٹیلیفون 01226 772720

Jeśli nie rozumieją Państwo tych informacji i potrzebują pomocy, mogą Państwo poprosić o pomoc któregoś z naszych pracowników lub zadzwonić pod numer telefonu: 01226 772720 (Biuro Obsługi Klienta)

إذا كنت بحاجة للاستفسار عن هذه المعلومات، رجاء اطلب المساعدة من أحد الموظفين أو اتصل بخدمات الزبائن على الرقم 01226772720

Если вам требуется помощь в понимании этой информации, обратитесь к нашему сотруднику или позвоните в Отдел обслуживания клиентов по телефону 01226 772720.

如果您需要协助，以便更好地了解该信息，请与我们联系，或致电客户服务：01226 772720。

Crystal Mark 16215
Clearly approved by Plain English Campaign

Equal opportunities section (We will only use information to check our policy on equal opportunities.)

You: Are you: male? female?

How would you describe your ethnic origin?

White British White Irish Any other white background
 Mixed white and black Caribbean Mixed white and black African Mixed white and Asian
 Any other mixed background Indian Pakistani
 Bangladeshi Asian British Any other Asian background
 Black Caribbean Black African Black British
 Any other Black background Chinese Gypsy traveller
 Gypsy Romany Any other ethnic group Prefer not to say
 Don't know

What is your first language?

English Albanian Farsi Polish Hindi Russian French
 Urdu Spanish Bengali Punjabi Chinese Arabic Other
 (If 'other', please give details)

What is your faith?

Christian Buddhist Jewish Sikh Muslim Hindu Rastafarian
 No religion Prefer not to say Other (please give details)

Disability

Do you consider yourself to be disabled? Yes No
 If you have a disability, please tick any of the following that apply:
 Hearing problem Sight problem Speech problem Use a wheelchair
 Mental-health problem Need help to walk Almost unable to walk Learning disability

If we get in touch with you, do you need any of the following?

Large print Sign language Braille Audio tape or CD Interpreter

If we visit you should we

Knock loudly Use the back door Use the side door Wait to be let in
 Use the front door Make a special appointment (see below) Does not apply

If we have to make a special appointment to visit you, should we:

make the appointment with a key worker? make the appointment with someone who has the power of attorney for you?
 (for example, social worker)

Contact details

How would you describe your sexuality?

Heterosexual or 'straight' Bisexual Gay woman or lesbian Gay man Other Prefer not to say

Equal opportunities section (We will only use information to check our policy on equal opportunities.)

Joint applicant: Are you: male? female?

How would you describe your ethnic origin?

White British White Irish Any other white background
 Mixed white and black Caribbean Mixed white and black African Mixed white and Asian
 Any other mixed background Indian Pakistani
 Bangladeshi Asian British Any other Asian background
 Black Caribbean Black African Black British
 Any other Black background Chinese Gypsy traveller
 Gypsy Romany Any other ethnic group Prefer not to say
 Don't know

What is your first language?

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