

Changing your tenancy agreement



You should always keep us up to date with who's living in your home



Adding a joint tenant

In most cases a joint tenant can be added if you've not breached your tenancy, are not in rent arrears and the new tenant:

- Is the husband, wife or civil partner of the current tenant
- Is the cohabitee of the current tenant and has lived at the property with the current tenant for at least 12 months
- Agrees to take on the rights and responsibilities of the new tenancy.



You'll both need to sign a new tenancy agreement saying you accept the new terms.

Removing a joint tenant

If your home is a joint tenancy with us and want to change this to a sole tenancy there are a few things you need to know:

- Both joint tenants give their written consent
- The sole tenant agrees to take over the rights and responsibilities of the existing tenancy
- There are no rent arrears on the tenancy
- There are no breaches of the tenancy

What happens if a resident dies?

Coping with the death of a loved one is never easy; trying to deal with their affairs can be complicated and upsetting.

Here are some simple first steps to take:

- Let us know when the resident died
- Confirm it in writing to us with a copy of the death certificate
- Rent is payable until the representative of the resident legally ends the tenancy, we need to have the keys returned within four weeks

Helpful things you need to know

- Housing Benefit stops on the date of death
- All belongings and furniture should be cleared and the property should be left in a reasonably decorated and clean condition
- You'll need to cancel the gas and electric supply
- All keys should be handed in to our Head Office by 12pm the day after the tenancy ends. Please ask for a receipt for the keys.

In certain circumstances the tenancy can be passed to a family member if that family member was living with the deceased at the time.

For more information please call us on:
01271 312500



Need
help?

Phone us: 01271 312500

Email us: enquiries@ndh-ltd.co.uk

Complete our on-line forms via our website:
www.ndh-ltd.co.uk

Follow us on Facebook or tweet us:
@NorthDevonHomes

Emergency Out of Hours Service:
Freephone: 0800 917 0619



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