



Tenants First

HOUSING CO-OPERATIVE

Becoming a Joint Tenant

1. What is this fact sheet about?

Members of the Co-operative who have a Scottish Secure Tenancy Agreement have a right, under certain conditions, to have a joint tenancy with someone else. This fact sheet provides a summary of what to do if you wish to exercise this right and how the Co-operative will deal with your request. It does not affect your rights; it is not intended to have a contractual element and is not binding by law.

2. What should you do next?

You should write to the Co-operative to advise when you want the change to take place, detailing who you would like to become a joint tenant with. The Co-operative also needs to know the persons date of birth (they must be over the age of 16) and where they have lived during the past 5 years. We also need a letter from the person you wish to become a joint tenant confirming that they want to become a joint tenant.

3. How long will it take?

The Co-operative will process your request within one month of receipt. Your Housing Officer will consider your request in relation to the Co-operative's Allocation Policy and request tenancy checks, from your current landlord, regarding payment of rent and conduct of your tenancy. If these are successful then Membership approval is requested. If any information is missing your application will be refused – you can reapply with the missing information.

4. When would a request be refused?

Usually, if you meet the criteria above permission would not be refused. However, there are circumstances listed below when permission would not be granted:

- The Co-operative is taking action to end your tenancy due to your conduct
- The Co-operative has a Decree (court order) agreeing to your eviction
- Where someone would become a member who would not meet the criteria identified in the Co-operative's Allocation Policy
- You have a specially adapted property and the person you intend to live in the property does not have a need for the adaptations

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5. Responsibilities

If you become a joint tenant then both people are equally responsible for paying the rent and the conduct of the tenancy. If at some point in the future one person wishes to leave the property they must sign the tenancy over to the person remaining in the tenancy.

If agreement cannot be made as to whom should keep the tenancy it is not necessarily the original tenant who would benefit. The Co-operative cannot make the decision either. You would need to apply to the Court and each tenant's individual circumstances would be taken into account before the Court can make their decision.

6. What happens next?

You would receive a letter advising that either you had been successful or not. You should keep this letter for your records.

All applications will be considered individually and in accordance with any legal requirements. If permission is refused you should speak to your Housing Officer in the first instance. If you are not satisfied you can then contact the Housing Manager in relation to the Co-operatives Complaints Procedure.

If you would like more information and advice or would like to comment on your views of our service please contact us:

<p><u>Tenants First Housing Co-operative</u> 23 Albert Street, Aberdeen AB25 1XX Telephone 01224 628400, Fax 01224 628428 e-mail enq@tenantsfirst.com</p> <p>Office Opening Hours: Monday to Thursday - 8.30 am to 5.30pm Friday - 8.30am to 4.30pm.</p>	<p><u>Tenants First Housing Co-operative</u> 27 Slains Court, Peterhead AB42 2YF Telephone 01799 474282, Fax 01779 871969 e-mail enq@tenantsfirst.com</p> <p>Office Opening Hours: Monday to Thursday - 9am to 5pm Friday - 9am to 4.30pm. (between 12.30 and 1.30pm every day the office closes)</p>
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Please note that both offices close on Wednesday morning for training

Our web site address is www.tenantsfirst.com