

## Guidance for Application for a Joint Tenancy

If you are considering to change your tenancy which is currently in your sole name to be changed into a joint tenancy please read the below guidance and download the form from the website.

Tenants who want a husband, wife or partner including same sex partners to be included on their tenancy may apply for a joint tenancy. We do not allow other family members to become joint tenants.

If you are married we will need a copy of your marriage certificate. If you are cohabiting we need proof that your partner has been resident with you for at least 12 months prior to this application. This means sending proof of residence in their name for 12 consecutive months prior to the application. Bank or Building Society statements, benefit/employment documents, council tax and other formal correspondence is acceptable. You must provide a document from each month covering the 12 month period. It cannot solely be Bank or Building Society statements.

A joint tenancy means you will both be responsible for keeping to the tenancy conditions and paying the rent. A joint tenancy can only be granted if your rent account is clear. If you have rent arrears please phone the Customer Call Team on 0208 080 6587 to make arrangements to clear your account.

If your joint tenancy is granted and you split up from your partner we cannot automatically make you the sole tenant once again. We can only do this if your partner agrees or if you obtain a court order.

We will consider your application and write to you giving our decision. If you would like more information and advice please direct your query via the Customer Contact Team. If they cannot answer your query they will refer your query to a Housing Officer for your area.

Your completed form can be returned by  
Post: Housing Management Department - 3<sup>rd</sup> Floor, 2 Bristol Avenue, Colindale NW9 4BR  
Email: [Talktous@barnethomes.org](mailto:Talktous@barnethomes.org)

Yours sincerely,

Barnet Homes

[barnethomes.org](http://barnethomes.org)