



Assignment Application Form

Please complete this form if you wish to transfer your tenancy to another person. Information about transferring your tenancy is available in our factsheet, WDH Assignment, which is available on our website www.wdh.co.uk or by contacting OneCALL. It is important that you complete all sections of this form so we can consider your request.

Assignment means the transfer of a tenancy to another person. It is only allowed if we give our consent. We may permit tenants to assign their tenancies in specific circumstances depending on the rights given in their tenancy agreement.

Please return the completed form, together with supporting documents, to your nearest service access point. If you have any difficulty reading this document or need any help completing this form please contact OneCALL on 0345 8 507 507.

Who is the current tenant(s)?

Full name of tenant(s)	
Property address	
Phone number	
Email address	

Details of who will continue to live at the property after the tenancy is transferred

Name	Date of birth	Relationship to you	Date moved in

Who do you want to assign / transfer the tenancy to?

Full name	
Date of birth	
National Insurance number	
What is their relationship to you?	
How long have they lived with you?	
Is the property their only or principal home?	

Why do you want to transfer the tenancy?

Please tell us why you want to transfer the tenancy.

If you intend to move out where will you be moving to? (Your new address)

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Declaration

I / we declare that the information given by me / us on this form is correct to the best of my / our knowledge. I / we give WDH permission to share my/our personal information with other agencies for the purpose of considering this request and to detect and prevent tenancy fraud.

I / we understand that if I/we knowingly omit or give false information, my / our request may be refused and action may be taken to recover possession of the property.

Signed by existing tenant(s)	Signed by proposed new tenant(s)
Name (1)	Name (1)
Name (2)	Name (2)
Date	Date

We are committed to giving everyone equal access to information. If you would like this information in another format please phone us on 0345 8 507 507.