Application to end joint tenancy - Notice to quit
Application to end joint tenancy - Notice to quit

1. If a tenant wishes to end a joint tenancy of the property, this could result in Cornwall Housing not granting the sole tenancy to the remaining tenant.

2. Cornwall Housing will consider if the remaining tenant has the need for the property in respect of the number of bedrooms.

3. You may wish to agree who will take the joint tenancy as part of any divorce agreement that you are seeking.

**Note:**
The tenant who ends the tenancy should consider:

**Should they approach a housing authority as homeless within 2 years of quitting a secure tenancy, that they have intentionally made themselves homeless.**

In addition the council will consider:

- If the property is the right size for the remaining occupants.

- If the property has been adapted to be used by a disabled person, the Cornwall Housing will need to ensure that at least one of the remaining occupants needs this type of adapted property.

- If there are any breaches of tenancy.

On receipt of the attached application form Cornwall Housing will investigate the request and give an answer within 28 days.

The completed form should be returned to:

**Landlord Services**  
**Cornwall Housing Ltd**  
**Chy Trevail**  
**Beacon Technology Park**  
**Bodmin**  
**PL31 2FR**

A visit will then be made by a Housing Management Officer to discuss the request with both tenants, prior to a decision being given.
Address: 

Postcode: 

Property reference no: 

Tenant: 

Joint tenant: 

**Other residents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Relationship to tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Property details:**

- House [ ]
- Bungalow [ ]
- Ground floor flat [ ]
- First floor flat [ ]
- Other: Please state
- Number of bedrooms [ ]

**Disabled adaptations**

(Please give details and which resident they were for)

I, (Name of tenant leaving) wish to quit the tenancy of:

Date of leaving:

Reason for leaving:

My forwarding address is:

Postcode: 

Signed: Tenant
If a new tenancy is granted, who will reside at the property?

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Relationship to tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tenant</td>
</tr>
</tbody>
</table>

I wish to accept the sole tenancy of: ____________________________
if granted by Cornwall Council.

Signed: ____________________________  Date: ____________________________

Any information given may be retained on computer or in our records. It will be used by Cornwall Housing for the specific purposes for which it was collected and any other relevant purposes including Government anti fraud data matching - especially Benefits, Council Tax NNDR, Housing, Salaries, Employment, Pensions and Members’ Allowances. It will not be exchanged or sold to any third party. Anonymous information may be used for statistical purposes.

---

For office use

Original tenancy start date: ____________________________

Rent arrears: ____________________________

Any tenancy infringements: ____________________________

Housing Management Officer recommendation: Acceptance ☐  Refusal ☐

Reason: ____________________________

Signed: ____________________________  HMO Date: ____________________________

New tenancy start date: ____________________________  New tenancy signed Y ☐  N ☐

Capita updated - Date: ____________________________  By: ____________________________