



APPLICATION TO TRANSFER TENANCY

1a) DETAILS OF PERSON(S) WISHING TO ACQUIRE SOLE/JOINT TENANCY

Your Name: _____

Tenancy Reference: _____

Address: _____

Tel no: Home _____ Mobile _____

Work

E-mail

1b) PERSONS REMAINING AT ABOVE ADDRESS

Name	Date of Birth	Relationship	If Child, do you have Legal Custody?

1c) OTHER DETAILS

Were you born in Guernsey? YES/NO (*Delete as appropriate)

Do you have a valid Right to Work Document? *YES/NO

If YES state S D Number _____

How many years have you resided in Guernsey? _____

Are you *Married/Divorced/Legally Separated/Widowed/Single?

2a)**DETAILS OF PERSON TERMINATING TENANCY**

Your Name: _____

New Address: _____

Tel Number: Home _____ Mobile _____

Work _____ E-mail _____

2b)**PERSONS LEAVING STATES HOUSE TO RESIDE AT NEW ADDRESS**

Name	Date of Birth	Relationship	If Child, do you have Legal Custody?

3)**BOTH PARTIES TO SIGN**

Name: _____

Signature: _____

Date: _____

Should you require advice on completion of this form or have any queries in relation to it, please
contact the Tenancy Section on Tel: 717210

For Office Use Only:

Decision:

Signed: _____ Date: _____

Hims Updated: _____ Signed: _____



“How we collect and use information

Housing processes personal information in order to carry out the functions of the Committee for Employment and Social Security that relate to the provision of accommodation. Information collected will depend on your business with us, but will be no more than is required for that purpose. We may get information about you from others for any of our purposes if the law allows us to do so. We will share information with the Guernsey Housing Association to the extent necessary to discharge our responsibilities as co-provider of social rented, sheltered and extra care housing. Any personal information you give to us will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001. If you wish to know more about the information we have about you, or about the way we use it, you can ask at the Office *for* Employment & Social Security.”