

# Comhairle Bhuirg Shligigh



HALLA NA CATHRACH  
SLIGEACH

SLIGO BOROUGH COUNCIL  
CITY HALL  
SLIGO

TELEPHONE: 071-9114400 FAX: 071-9114499

**RE: REMOVAL OF (said person)**  
**JOINT TENANCY AGREEMENT**

Please note that a request was made to Sligo Borough Council for the removal of above said person from the tenancy agreement. In order to process this the Council needs ..... said person to attend an exit interview. The interview will take place on the ..... and the following documents must be provided.

- Passport or identification
- Letter from new landlord or family member declaring that they now reside with them.
- Letter from employer or social services to state that they are now at a new address.
- A bill or letter addressed to that person at the new address from a billing authority.
- Signed declaration from the Gardai stating that they are now residing at that property.

Sligo Borough Council will also check the rent account before releasing said person from the Agreement as they are jointly responsible for the rent prior to their departure date.

**Failure to provide any documents could mean that Sligo Borough Council will not be under a duty to re-house said person or reduce the rent of the remaining tenant. Please note if the above time or date does not suit please call the housing department on 071-9114400.**

Yours sincerely,

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**Housing Department**

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## APPLICATION TO REMOVE A PERSON FROM THE TENANCY

Address: \_\_\_\_\_  
\_\_\_\_\_

Tenancy granted in name(s) of: \_\_\_\_\_

Telephone: \_\_\_\_\_

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Name of person to be removed from tenancy: \_\_\_\_\_

Address where this person intends to live \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ PPS No: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship to Tenant: \_\_\_\_\_

Reason for requesting Transfer of Tenancy: \_\_\_\_\_

Name of applicant seeking sole tenancy: \_\_\_\_\_

Telephone: \_\_\_\_\_

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Rent Account No: \_\_\_\_\_ Weekly Rent: \_\_\_\_\_ A/c Clear \_\_\_\_\_

Arrears \_\_\_\_\_

*Please tick*

**DETAILS OF PERSONS RESIDING IN THE DWELLING  
(INCLUDING CURRENT/REMAINING TENANT)**

<b>Name</b>	<b>Date of birth</b>	<b>Occupation (if employed)</b>	<b>Social Welfare Payment Type</b>	<b>PPS No.</b>	<b>Income Amount</b>

**I hereby declare that the foregoing information is correct, and apply to Sligo Borough Council for a Transfer of Tenancy. I am prepared to pay rent in accordance with the Council's Differential Rent Scheme, in the event of my application being successful.**

**Signature of Tenant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**To Whom it May Concern**

I \_\_\_\_\_ hereby surrender my interest in the Tenancy of \_\_\_\_\_  
\_\_\_\_\_ in respect of which I signed a joint tenancy with \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_.

I wish to confirm that I have no further interest in this dwelling and further declare that I  
have adequate alternative accommodation available to me at:-

\_\_\_\_\_  
\_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**WITNESSED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**! I M P O R T A N T !**

**PLEASE NOTE**

- 1. An application may be excluded from consideration if he/she supplies false information or withholds relevant information.**
- 2. In accordance with Section 1 of the Housing Act, 1966 an applicant who makes a statement in writing which to his/her knowledge is false or misleading, shall be guilty of an offence and shall be liable on summary conviction to a fine.**
- 3. Transfer of Tenancy applications will only be considered where the Rent Account is clear.**
- 4. Where an existing joint tenant wishes to surrender his/her interest in a Council tenancy, a formal Surrender of Tenancy must be signed and witnessed by a member of the Garda Siochana.**
- 5. Where an existing joint tenant wishes to surrender his/her interest in a Council tenancy he/she must provide certified evidence of where he/she intends to live e.g. rent book.**
- 6. Where an application for a transfer of tenancy is sought by reason of Separation relevant Surrender/Separation Agreement must be attached to your application form.**
- 7. Section 15(2) of the Housing (Miscellaneous Provision) Act, 1997, also provides that a Housing Authority may request from another Housing Authority, the Criminal Assets Bureau, the Garda Siochana, the Department of Social Welfare, the Health Service Executive, or a Voluntary Housing Body, information in relation to any person seeking a house from the Authority or whom the Authority considers may be or may have been engaged in anti-social behaviour and not withstanding anything contained in any enactment, such other Housing Authority other organisation listed above may provide the information to the Housing Authority requesting it.**