



APPLICATION TO INCLUDE PERSONS ON TENANCY

ADDRESS:

TENANCY HELD BY:DOB.....

1. I should be glad if authority could be given for the following person(s) to be authorized to reside with the applicant/tenancy holder:-

SURNAME	NAME	DATE OF BIRTH	RELATIONSHIP	NATIONALITY	I.D.CARD NUMBER

2. The reason for the submission of this application is the following:-

.....

3. Is the person included a homeowner/previous homeowner? Yes/No

4. If yes, please provide reason for the sale.....

5. The following family are presently residing at the above address with the tenancy holder and will continue to do so:-

SURNAME	NAME	DATE OF BIRTH	RELATIONSHIP	NATIONALITY	I.D.CARD NUMBER

In addition, I authorise the Housing Department to disclose to or request from any Government Departments or its agencies any information directly or indirectly related to the details shown above which could be required or relevant for the processing of this application.

Signature of Tenancy Holder..... Date.....

Telephone No.....

IF YOUR FAMILY COMPOSITION HAS NOW INCREASED YOU MUST RE-APPLY FOR A LARGER ACCOMMODATION IF YOU WISH TO BE REHOUSED. (APPLICATION FORMS AVAILABLE AT THE HOUSING DEPARTMENT OR ONLINE AT www.egov.gi)

PLEASE NOTE THAT INCLUSIONS ARE CONDITIONAL UPON ANY ARREARS OF RENT BEING SETTLED.

FOR OFFICIAL USE ONLY Date Landlord

ATTACHED COPY OF TENANCY AGREEMENT



Documents required for Inclusion

- **Inclusion of child/children:**
 - I.D Card/Passport.
 - Birth Certificate.
 - Proof of residence of child if of school age.

 - **If Separated;**
Separation/Divorce Agreement if previously married, if not Affidavits of both parties required.
If there are children of the relationship the Affidavits must specify the exact dates and times that the child stays with both parents.

- **Inclusion of spouse:**
 - Marriage Certificate & I.D Card/Passport.
 - 1 Years proof of Residence i.e. Payslips, Contract of Employment. Letter from a local G.P confirming attendance to clinics, appointments etc. Students may provide a letter from the Department of Education confirming their studies, in addition if studying abroad the Grant Letter will be required. If Unemployed; Unemployment Form. Last P7, confirmation of Social Assistance, Termination of Employment etc. If of Pensionable Age; confirmation of Pension being received.

- **Inclusion of other family members:**
 - I.D Card/Passport of person(s) being included.
 - 1 Years proof of Residence i.e. Payslips, Contract of Employment. Letter from a local G.P confirming attendance to clinics, appointments etc. Students may provide a letter from the Department of Education confirming their studies, in addition if studying abroad the Grant Letter will be required. If Unemployed; Unemployment Form. Last P7, confirmation of Social Assistance, Termination of Employment etc. If of Pensionable Age; confirmation of Pension being received.

PLEASE NOTE THAT REQUESTS MAY BE CONDITIONAL OF FURTHER DOCUMENTS BEING REQUESTED.