

## APPLICATION FOR ADDITION OF NEW OCCUPANT OR JOINT TENANT TO HOUSEHOLD



### GUIDANCE NOTES REGARDING APPLICATION FOR ADDITION OF NEW OCCUPANT OR JOINT TENANT IN HOUSEHOLD

Where an additional adult wishes to be included in a household and rent account the following will apply:

1. The applicant must complete the Housing Application form and the tenant & applicant must submit the attached form with the Housing Application Form.
2. The Tenant should note that they are responsible for the actions of all members of the household, and breaches of tenancy may result in a termination of tenancy.
3. The property must be suitable to meet the housing needs of the household.
4. The Council will examine each application and the decision of the Council will be confirmed in writing to the current tenant(s).
5. The Rent Account of the tenant must be assessed up to date and be clear of any arrears.
6. Inclusion on the rent account does not in any way give the applicant the right to succeed to the tenancy of the dwelling.

*Note: The acceptance of this form by the Council for consideration does not in any way imply that consent has been granted to the applicant to reside in this dwelling. Approval or refusal to reside will be given in writing to the Tenant.*

**CURRENT TENANT**

I/We, being the tenant(s) of the property referred to above, hereby agree to the inclusion of \_\_\_\_\_ on my/our household and rent account subject to the approval of Monaghan County Council and in accordance with the current Differential Rent Scheme.

Please note that any person included on your rent assessment will not be removed from the assessment unless and until satisfactory documentary evidence is provided.

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

Signature of Joint Tenant: \_\_\_\_\_

(if applicable)

Contact Phone Number: \_\_\_\_\_

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

**APPLICANT**

I grant permission to Monaghan County Council to carry out any checks necessary in the processing of this application.

I understand that inclusion on the rent account does not in any way give me the right to succeed to the tenancy of the dwelling.

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

Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Monaghan County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Monaghan County Council's Privacy Statement, please follow the following link: [www.monaghan.ie/housing/transfer-or-move-to-another-council-house](http://www.monaghan.ie/housing/transfer-or-move-to-another-council-house). A copy of the Privacy Statement can also be provided if you request it in writing from the Housing Office, Monaghan County Council, Glen Road, Monaghan. Tel 04730500.