

Please complete this form if you wish to transfer your tenancy to another person. Information about transferring your tenancy is available in our factsheet, WDH Assignment, which is available on our website wdh.co.uk or by contacting OneCALL. It is important that you complete all sections of this form so we can consider your request.

Assignment means the transfer of a tenancy to another person. It is only allowed if we give our consent. We may permit tenants to assign their tenancies in specific circumstances depending on the rights given in their tenancy agreement.

Please return the completed form, together with supporting documents, to one of our Hubs at Wakefield or Pontefract. If you have any difficulty reading this document or need any help completing this form please contact OneCALL on 0345 8 507 507.

Who is the current tenant(s)?

Full name of tenant(s)	
Property address	
Phone number	
Email address	

Details of who will continue to live at the property after the tenancy is transferred

Name	Date of birth	Relationship to you	Date moved in

Who do you want to assign / transfer the tenancy to?

Full name	
Date of birth	
National Insurance number	
What is their relationship to you?	
How long have they lived with you?	
Is the property their only or principal home?	

If you have not been a tenant at this address before, have you included the following?

- Photographic proof of your ID
- Proof that you have lived at the property for 12 months

Why do you want to transfer the tenancy?

Please tell us why you want to transfer the tenancy.

If you intend to move out where will you be moving to? (Your new address)

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Declaration

I / we declare that the information given by me / us on this form is correct to the best of my / our knowledge. I / we give WDH permission to share my / our personal information with other agencies for the purpose of considering this request and to detect and prevent tenancy fraud.

I / we understand that if I / we knowingly omit or give false information, my / our request may be refused, and action may be taken to recover possession of the property.

Signed by existing tenant(s)	Signed by proposed new tenant(s)
Name (1)	Name (1)
Name (2)	Name (2)
Date	Date

Data Protection

Wakefield and District Housing Limited (WDH) is a registered charitable Community Benefit Society that provides social housing and social support services. WDH is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379).

We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team
WDH
Merefield House
Whistler Drive
Castleford
WF10 5HX

Email: informationgovernance@wdh.co.uk

You have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#).

WDH will process the information you provide on this form because you wish to exit or enter into a contract (tenancy).

For further information, on how we use your personal data, details of WDH Privacy Policy can be found on our website wdh.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email onecall@wdh.co.uk