

Request to change from a joint to a sole tenancy

Your first name (as it appears on your tenancy agreement)	
Your surname (as it appears on your tenancy agreement)	
Street address	
Postcode	
Email address	
Preferred contact telephone number	

Details of the joint tenant you wish to remove from the tenancy	
First name	
Surname	
Forwarding address	
Postcode	
Date this tenant has moved or is moving to a new address	
Their email address	
Their preferred contact telephone number	

Please provide an update of who is living in the household

Name	Relationship to you	Date of birth

Please note, both parties must be in agreement for this change to take effect

Please tick to confirm

I confirm both parties are in agreement

I understand that Acis will contact the other party to confirm this agreement

Sign here (tenant 1)

Print name

Sign here (tenant 2)

Print name

Date

Please return this form to Acis, Bridge Street, Gainsborough, DN21 1GG or you can email scanned copies to info@acisgroup.co.uk

Privacy statement

Acis Group Limited (Acis) is committed to protecting and respecting your privacy. We think it is extremely important to keep any personal information we have about you secure and confidential and in accordance with Data Protection Legislation including the Data Protection Act and the General Data Protection Regulation (GDPR), as amended from time to time.

We share your name and contact details across the Acis group of companies and with our suppliers and partners in order to deliver our services to you. We only share your detailed personal information (including sensitive personal information) so that we can service your needs and our legitimate business needs. We may share this information with suppliers and partners for reasons including (but not limited to) providing services to you, for the collection of debts and taxes, and for the prevention, detection and prosecution of crime. Our full privacy statement information on your rights can be found on our web pages (www.acisgroup.co.uk), or can be provided on request from the Contact Centre, Acis, Acis House, Bridge Street, Gainsborough, Lincolnshire DN21 1GG.

Some of the data we collect is sensitive personal data. Providing this information to us is voluntary however we may not be able to fully support your needs without it.