


**HOUSING MANAGEMENT
ALTERATION TO TENANCY DETAILS**

Name of Present Tenant(s)			
Address			
FAMILY NORMALLY RESIDENT AT PRESENT ADDRESS			
Full Name	Date of Birth	Sex	Relationship to Applicant
			Applicant
REASON FOR ALTERATION			
Signed		Date	
<p><i>As you will appreciate there are many reasons why tenancy details need to be altered and in the majority of cases this is a simple process. However, some situations may demand that an existing tenancy is terminated and consideration given to creating a new one. On completion of this form officers will be able to give you the appropriate advice.</i></p>			
<p>Please return to:- Housing Management Kettering Borough Council Municipal Offices Bowling Green Road Kettering NN15 7QX Tel: 01536 410333 Fax: 01536 534364</p>			 <p>Our Customer Service Centre opens:- Monday to Friday 8.30am to 5.30pm and Saturdays 9am-1pm</p>
FOR OFFICE USE ONLY			
Date Marriage Certificate Seen		Date Death Certificate Seen	
Date Acknowledged		Date of Decision	