

In case of enquiry contact XXX  
Direct Dial XXX  
E-mail: XXX@cambridge.gov.uk



XXX  
XXX  
XXX  
XXX

XXXX

Dear XXX

## ASSIGNMENT OF YOUR TENANCY

Thank you for your enquiry regarding an assignment to your tenancy.

We have looked at the details of your request and unfortunately we cannot give you authorisation to assign your tenancy. I appreciate that this may not be the decision you were hoping for and I have set out the reasons for the refusal below. <Delete as applicable>.

1. There has already been an assignment or succession under this tenancy (please note this ground for refusal does not apply if the Applicant qualifies under criteria set out in section 4.2 of the CCC Assignment Procedure 2020)
2. You have rent arrears of £... as at .... and you will need to clear the outstanding debt before an application can be considered.
3. The assignee does not meet the qualifying criteria to take over your tenancy because:
  - They would not be eligible to succeed to your tenancy under Cambridge City Council's Succession Policy and/or Tenancy Agreement
  - They have not lived in the property with you for long enough
4. There is a Possession Order on the property (Schedule 3, Ground 1, (Housing Act (HA) 1985)
5. Proceedings have been begun for possession of the dwelling-house of which the tenant or the proposed assignee is the secure tenant on one or more of grounds 1 to 6 in part 1 of Schedule 2 (grounds on which possession may be ordered despite

absence of suitable alternative accommodation), or there has been served on the tenant or the proposed assignee a notice under section 83 (Notice of Proceedings for Possession) which specifies one or more of those grounds and is still in force (Schedule 3, Ground 2, HA Act 85)

6. The tenant or any member of his household has behaved in an anti-social way and action including possession proceedings, injunctions, anti-social behaviour orders or a demotion order against them are in place or are being sought (Schedule 3, Ground 2a, HA Act 85)
7. The property is bigger than is needed by the family wishing to move into it (Schedule 3, Ground 3, HA Act 85)
8. The property is not big enough for the family wishing to move into it (Schedule 3, Ground 4, HA Act 85)
9. The property is tied accommodation (Schedule 3, Ground 5, HA Act 85)
10. The property has special features that make it suitable for occupation by a physically disabled person who needs it and if the exchange took place there would no longer be such a person living in the property (Schedule 3, Ground 6, HA Act 85)
11. The property is supported housing for people with special needs and if the exchange took place there would no longer be such a person living in the property (Schedule 3, Ground 7, HA Act 85)

**ONLY INCLUDE THE NEXT PARAGRAPH IF A NOSP HAS BEEN/IS BEING RAISED (i.e. the grounds for refusal are number 4 or 5):**

**As set out above, proceedings have begun for possession of XXX. A separate Notice has been sent to you explaining what this means.**

If you wish to appeal this decision you have 7 days from the date of this letter to submit an appeal. Please address the letter to the City Homes Housing Services Manager, 171 Arbury Road, Cambridge, CB4 27G. We will respond to your letter within 5 working days.

If you have any queries please do not hesitate to contact me.

Yours sincerely

**XXX**

**Assistant Housing Officer**