

Landlord Services Change of Name Policy

Version 2

Document Control

Document Details

Name	Change of Name Policy and Procedure
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Approved by	Claire Symonds, Acting Chief Executive
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Version History

Version	Status	Date	Change Reason	Amended by
V.1.	Draft	04.06.2020	Amended following discussion and review at Landlord Services Working Group.	Jessica Warren
V.2.	Draft	09.06.2020	Following review by Rent Department, more specifically the Court Team.	Jessica Warren

Approval History

Version	Change	Date	Approving body
V.2	Draft	09.06.2020	Reviewed and approved by Justin Hunt, Head of Landlord Services. Reviewed and approved by Rents (Court Team)
Final Draft	For approval	09.01.2021	Claire Symonds – Acting Chief Executive

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1. Introduction and Policy Purpose

A person can choose to be known by a different name at any time as long as they do not intend to deceive or defraud another person.

The Council can ask for evidence that the tenant has changed their name for the change to be made to records e.g. tenancy management system and rent account.

If the Council completes a change of name service request, a new tenancy agreement will not be issued to the tenant.

The aim of this policy is to:

- Outline the evidence required from the tenant to request a change of name held on Council record.
- Outline the procedure that Landlord Services will follow to complete a change of name request.

2. Evidence

If a tenant wants to change their name on their records, we will ask for evidence of this change.

The evidence that we would accept is:

Statutory declaration – the tenant would go to a Solicitor and swear an affidavit.

Marriage certificate – If the tenant has married and wants to change their name so that it is the same as their partners.

Civil Partnership Document – If the tenant has registered a civil partnership and wants to take the name of their partner.

Deed Poll – This is a formal statement to prove that the tenants name has been changed.

***Decree Absolute** – If a married couple has divorced, a court will issue a decree absolute.

**** Dissolution Order** – This will be granted if a same sex couple have applied to the court to have their civil partnership dissolved.

/* It is sometimes possible for a divorced person to revert to their maiden/ birth name without the need for a Deed Poll if the decree absolute certificate/dissolution order and marriage certificate/ civil partnership document (which shows the maiden/ birth name) are accepted as documentary evidence of his/her change of name. If the maiden/ birth name is not shown, the Council may require further evidence to support a name change on Council systems i.e. Deed Poll.

3. Equality Impact Assessment

An Equality Impact Assessment has been carried out on this policy.

This involves assessing the effects of the policy and subsequent service provided to our customers in respect of their age, disability, race, religion/belief, sexual orientation, and/ or gender identity to ensure equal and fair access for all.

Conducting an Equality Impact Assessment assists us to make sure that the needs of people are accounted for when developing and implementing policies and services.

4. Appendix/ Related Documents

Document	Link
1. Change of name - Online application form	LINK