How does a tenant remove themselves or transfer their tenancy?

Tenancy can be assigned to another person who lives in the household provided that the person is over the age of 16 and it has been their only or principal home for 6 months prior to the application. If both parties are in agreement, the process is quite straightforward and the tenants will be asked by their designated Housing officer to come into the office to sign the legal document to assign the tenancy.