A succession of tenancy occurs when there is a change to the legal tenant/s of a property on the State Tenancy Agreement. Clients applying to succeed a tenancy must meet eligibility criteria and provide evidence as required to support their application.

A succession of tenancy is required when:
- a legal tenant has died
- an existing household member wishes to become a legal tenant
- when a legal tenant leaves the household (e.g. marriage separation).

A succession of tenancy is not required when a tenant has:
- changed their name after marriage,
- reverted to their maiden name, or
- changed their name by Deed Poll.

Tenants must provide evidence of the name change to their nearest Housing Service Centre so our records can be updated. A new State Tenancy Agreement is not required in this situation.

**Applying for a succession of tenancy**

1. Complete the Succession of tenancy request form in full. This form is available on the department’s website at [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or from your nearest Housing Service Centre.

2. Attach the necessary evidence to support your request as detailed below:
   - Death of a tenant - supply a copy of a death certificate, funeral account, funeral notice or letter from a doctor.
   - A legal tenant has left the household - supply a completed Notice of Intention to Leave Form (RTA Form 13) signed by the tenant who has left the household. You can obtain a Notice of Intention to Leave Form from the Residential Tenancies Authority at [www.rta.qld.gov.au](http://www.rta.qld.gov.au) or from your nearest Housing Service Centre. If the tenant who has left cannot be contacted to complete the Notice of Intention to Leave, tell your nearest Housing Service Centre.
   - A household member who wants to become an additional legal tenant - no additional evidence is required.

3. Attach evidence of all household income and assets.
4. Send the application and all necessary evidence to your nearest Housing Service Centre for assessment.
Support when applying for a succession of tenancy

You can have a family member, friend, advocate or community worker help you to apply for a succession of tenancy. We can also provide an interpreter if one is needed.

Please note: it is an offence under the Housing Act 2003 to knowingly provide to the Department of Housing and Public Works false or misleading information that may influence decisions about your eligibility for housing services.

Assessment of your succession of tenancy application

We will assess your application against the succession of tenancy eligibility criteria, inspect the property, and write to you about the outcome of the application. We may contact you for further information if required to assess your application.

If the application for a succession of tenancy is approved, we will contact you to arrange an appointment to sign the new State Tenancy Agreement.

Since July 2012 all tenants who sign a new State Tenancy Agreement with the Department of Housing and Public Works have been given a three year fixed term tenancy. If you currently have a fixed term tenancy you will be given the balance of the initial fixed term period.

The department will regularly review your eligibility, circumstances and bedroom entitlements during the tenancy and prior to the end of the three year fixed term tenancy period to determine if your household has a continued need for housing assistance.

You will also receive a new Rental Agreement number and we will advise you of your new rent. The original rental account will be closed and the new account will be opened in the name/s of the new tenant/s on the tenancy agreement.

If your application for a succession of tenancy is not approved, you should talk to your nearest Housing Service Centre to discuss your situation.

Succession of tenancy and rent

In general, if a tenant is removed from the tenancy agreement, it will likely cause a decrease in income to the household and the rent will be reduced.

If a tenant is added to the rental agreement, your rent may increase.

More information

Please contact your nearest Housing Service Centre. Also refer to the fact sheets Your rent and Leaving social housing.