To: All Universal Credit Portal Landlords Date: December 2022

**Social Rented Sector – Absent Joint Tenants**

We have changed how you tell us about absent joint tenants.

You should use the 'Provide tenancy details' to-do to tell us about tenancies with an absent joint tenant once the claimant reports a change of circumstances to their housing. You will not have to email a manual Social Rented Sector (SRS) form.

Answer **Yes** to 'Is this person your tenant and liable for rent at this address?', then complete the to-do.

We will verify the information and calculate the correct housing payment for the tenant remaining in the property. The tenancy will stay on the landlord portal.”