



APPLICATION TO SUB-LET PROPERTY

1) Tenant Details:

Tenant's Name(s) _____

Address of property to be sub-let

Contact Telephone Number: _____

Number of Bedrooms: _____

2) Why do you want to sub-let your property?

3) How long will you be away?

From (date): _____

To (date): _____

4) Where will you be?

Contact Address: _____

Contact Phone Number: _____

Contact e-mail address: _____

Contact Employer Address: _____

5) Who will live in the property while you are away?

Proposed sub-tenants name: _____

Present address: _____

Proposed sub tenants' family details (include everyone who will live in the property in your absence)

Name	Relationship to sub tenant	Date of Birth	Occupation
	Sub-Tenant		

6) What do you propose to Charge the Sub-Tenant?

Rent: _____
Any other Charges (please give full details):

7) Declaration

I/we have read the conditions under which I/we may be allowed to sub-let my/our property and I/wish to proceed with the application.

<p>Tenant's Signature: _____ Date: _____</p> <p>Joint Tenant's Signature: _____ Date: _____</p>



APPLICATION TO SUB-LET PROPERTY

INFORMATION NOTES

Your Scottish Secure Tenancy agreement states that you have the right to sub-let your home if you get permission from Homes for Life Housing Partnership.

If you need to leave your home **temporarily** you may apply to sub-let. Please read this leaflet carefully and then complete and return the attached application form to our offices at 57 Market Street, Haddington, EH41 3JG.

IMPORTANT

- ❖ As a tenant of Homes for Life, you will continue to be responsible for all conditions of your tenancy, especially payment of rent.
- ❖ If you do not move back into the property on the date agreed with Homes for Life and you haven't requested an extension of the sub-let, any such proceedings will be charged to you.
- ❖ If you end your tenancy, your sub tenant will have to move out – they will not be given the tenancy of the property.

DO I HAVE TO ANSWER ALL OF THE QUESTIONS?

Yes. All of the information asked for is needed to consider your application. If you don't answer all of the questions it may delay your application.

WHEN CAN I GO AHEAD WITH THE SUBLET?

Once your form has been received, home visits will be carried out, both you and your proposed sub-tenant will be visited. You must wait until you get written permission before going ahead with the sub-let. Homes for Life Housing Partnership aim to give consent or reasons for refusal, within 28 days of receipt of all documentation relating to the request.

IF I GET PERMISSION, WILL THERE BE ANY CONDITIONS ATTACHED?

Yes. Permission to sub-let is normally given for a maximum period of 12 months. All conditions will be made clear in the letter of consent and will include the following:

- (i) The property must not be overcrowded
- (ii) Homes for Life must approve the rent and any other charges that you propose to charge. If the charge changes throughout the term of the sub-let, Homes for Life must also approve this change.
- (iii) The property must only be occupied by the person agreed by Homes for Life. Any proposed change to the sub-tenant requires the permission of Homes for Life.
- (iv) You must enter into a Short Assured Tenancy with the sub-tenant and must serve Notice to Quit on the sub tenant two month before the short assured tenancy will end.
- (v) Eight weeks before the end of the agreed sub-let you must write to Homes for Life to confirm that you intend to move back, and the date from which you will be moving back.
- (vi) You must provide a telephone number and address of where you can be contacted in the event of any problems with the sub-let.
- (vii) It is your responsibility to make sure that your sub tenant moves out of the property at the end of the sub-let.

We would recommend that you seek independent legal advice regarding obtaining a Short Assured Tenancy Agreement and your obligations.