

SUBLETTING YOUR PROPERTY



BEFORE YOU COMPLETE THIS FORM, PLEASE READ THE IMPORTANT INFORMATION ON THE PAGE(S) ATTACHED. PLEASE LET US KNOW IF YOU REQUIRE ANY ASSISTANCE TO COMPLETE THE FORM.

FULL NAME OF TENANT Mr/Mrs/Ms/Miss			
JOINT TENANT Mr/Mrs/Ms/Miss (if applicable)			
YOUR ADDRESS			
Tel No. Home		Work	
Mobile		Email	

Give details of all persons (including partner) presently occupying the accommodation.
YOU SHOULD ALSO INCLUDE YOUR OWN PERSONAL DETAILS

Full Name	Relationship to applicant	Address	Age	Date of Birth		
	Self					

PROPOSED SUB-LETTING ARRANGEMENTS

Name of person(s) with whom the arrangement is proposed

Full Name	Male/ Female	Relationship to you	Current address	Age	Date of Birth		

Name of person(s) who will additionally occupy the house as a result of proposed arrangement					
Full Name	Male/ Female	Relationship to you	Current address	Age	Date of Birth

Please give details of your prospective sub-tenant's last three addresses over the last years.				
	Address	Dates from	Dates to	Name and Address of Landlord or did you own the property?
1				
2				
3				
4				

What are the proposed start and finish date: dates for this Agreement?	Start date:	
	Finish date:	

What rent is proposed to be charged to the sub-tenant?	£	per week/month
What other proposed payments are to be made (if any)?	£	per week/month
Will the proposed lodger be entitled to Housing Benefit/Universal credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

What is the reason for this proposed sub-let arrangement?

Please provide details of your address, telephone number and email address during the proposed sub-letting	Address
	Telephone number(s)
	Email:

Has any person on this application been the subject of an anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which person was this?	

Is anyone on this form Registered under the Sexual Offences Act 2003?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which person was this?	
What is the proposed start date: date for this change?	Start date: _____

WHAT WE DO WITH YOUR PERSONAL DATA:

Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Change of Household Composition request and is necessary to support your allocation of a tenancy at the property identified on this application. In making enquiries in connection with this Change of Household Composition application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.

Further general information about how Homes for Life Housing Partnership processes your personal data can be found on our website 'www.homesforlife.co.uk/' under the link "Privacy Notice", which can be found on our home page. If you do not have internet access, a hard copy is available on request.

DECLARATION: I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.

PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION

Signature of applicant Date

Name (Block Capitals).....

Signature of joint applicant..... Date

Name (Block Capitals).....

This form should be used to tell us of a change in the number of people who form part of your household, especially if the number of people has or will increase. In the event of future changes to your tenancy, from 1st November 2019, the necessary 12-month period qualification applies to anyone joining your household, including your spouse, civil partner, or co-habiting partner. However, in the event of your death your spouse, civil partner or joint tenant will automatically qualify, provided the property has been their only or principal home at the time of your death.

FOR OFFICIAL USE ONLY		
Tenant Ref No:	Current monthly rent £	Property size:
Current Rent Balance:		
Approved/Refused:	Signature:	
Date:		
Comments:		

Homes for Life Housing Partnership
57 Market Street, Haddington, East Lothian, EH41 3JG
Tel: 01620 829300 Email: info@homesforlife.co.uk

SUB-LETTING YOUR PROPERTY

We have listed below the questions that are most frequently asked by tenants. If you have any further questions after

reading this guidance note please contact us.

Q. HOW LONG CAN I SUB-LET MY PROPERTY?

- You must not be absent from your property for a period of more than six months.
- You must supply a Start date and an End date for the period of the sub-let.
- We will consider a renewal of consent after the expiry of the initial sub-let.

Q. WHO CAN MOVE INTO MY PROPERTY?

- You are responsible for finding someone to sub-let your property. Our approval is conditional on us checking the prospective sub-tenants' references, that the property is adequate for prospective sub-tenants' requirements and does not lead to the property being overcrowded.

Q. WHO PAYS THE RENT?

- You as the tenant are responsible for payment of rent and all of the conditions contained in your Tenancy Agreement. If you are in receipt of Housing Benefit you must inform your local Council Office.

Q. WHAT RENT CAN I CHARGE?

- You can only charge the actual monthly rent. Any additional charge for Council Tax, furniture or insurance is a separate matter between you and the sub-tenant. Homes for Life Partnership accept no liability for any agreement made over furniture or any damage caused to furniture during the sub-let period.

Q. CAN THE TENANCY BE TRANSFERRED TO THE SUB-TENANT ANY TIME IN THE FUTURE?

- No. We have no responsibility to re-house the sub-tenant on the expiry of your agreement. You would have to terminate your tenancy with us if you were not returning to the property. The sub-tenant can apply to us for accommodation at any time during the sub-let.

Q. ARE THERE ANY CONDITIONS I MUST ADHERE TO BEFORE A SUB-LET COMMENCES?

- If you are married or co-habiting, we will also need your partner's written consent before the sub-let commences.
- Your rent account must be clear, and you must have no outstanding charges, repairs or legal expenses.
- You must have written consent from us before any sub-letting arrangements can be entered into.
- Prior to granting consent we will require that sub-tenants are provided by you with a written agreement and that the terms of this agreement are acceptable to us.

Q. DO I TAKE ON EXTRA RESPONSIBILITIES IF YOU AGREE TO THE SUB-LET?

- Yes, you become your sub-tenant's 'landlord'.
- You become responsible for dealing with any complaints about them.
- If you do not deal with complaints, your own tenancy could be at risk.

Q. HOW IS MY APPLICATION ASSESSED?

- Your application will be assessed based on the information supplied.
- If your circumstances change, we must be notified immediately.
- We undertake to give a written response to you within one month of receipt of your application. If we do not reply within one month it is taken that we have agreed to your request.

Please read these questions and answers carefully before completing this form. If you have any other questions, please contact us.