



Letting your Home or Taking in a Lodger

1. What is this fact sheet about?

Members of the Co-operative who have a Scottish Secure Tenancy Agreement have a right, under certain conditions, to let their house or flat, for example if you have to go away for a period of time because of your job. Members also have a right to take in a lodger.

This fact sheet provides a summary of what to do if you wish to exercise this right and how the Co-operative will deal with your request. It does not affect your rights; it is not intended to have a contractual element and is not binding by law.

2. What should you do next?

Contact the Co-operative and we will send out an application form to complete in order to provide information we need to consider your request. This form must be completed, signed and returned to the office. The information we request is:

- Who you propose to let your house to or who is to lodge with you
- How long the lodger will be staying with you
- What rent and deposit you propose to charge them
- Details of everyone who will live in the property during the let
- A copy of the agreement you propose to use when letting the property or give to your lodger

3. How long will it take?

The Co-operative will process your application within one month of receipt. Your Housing Officer will consider your request by determining if the written agreement you intend to use is suitable; if any fees you intend to charge are reasonable; and check to ensure overcrowding does not occur. If any information is missing your application will be refused – you can reapply with the missing information.

4. How long can a property be sub-let for?

We will allow you to sub-let your property for a period of 6 months. Your case can then be reviewed. We will not allow a sub-let to continue for more than one year.

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5. Would an application ever be refused?

Usually, if you meet the criteria above permission would not be refused. However, there are circumstances listed below when permission would not be granted:

- The Co-operative is taking action to end your tenancy due to your conduct
- The Co-operative already has a Decree (court order) agreeing to your eviction
- The rent or deposit you propose to charge is unreasonable
- Any major works are required to the property

6. What happens next?

You would receive a letter advising that if you have been successful or not. You should keep this letter for your records.

7. Responsibilities

If the application to sublet or have a lodger is successful you as the member are still responsible for the rent being paid on time and for any issues/difficulties arising, for example any anti social behaviour, garden maintenance, etc.

All applications will be considered individually and in accordance with any legal requirements. If permission is refused you should speak to your Housing Officer in the first instance. If you are not satisfied you can then contact the Housing Manager in relation to the Co-operatives Complaints Procedure.

If you would like more information and advice or would like to comment on your views of our service please contact us:

<p><u>Tenants First Housing Co-operative</u> 23 Albert Street, Aberdeen AB25 1XX Telephone 01224 628400, Fax 01224 628428 e-mail enq@tenantsfirst.com</p> <p>Office Opening Hours: Monday to Thursday - 8.30 am to 5.30pm Friday - 8.30am to 4.30pm.</p>	<p><u>Tenants First Housing Co-operative</u> 27 Slains Court, Peterhead AB42 2YF Telephone 01799 474282, Fax 01779 871969 e-mail enq@tenantsfirst.com</p> <p>Office Opening Hours: Monday to Thursday - 9am to 5pm Friday - 9am to 4.30pm. (between 12.30 and 1.30pm every day the office closes)</p>
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Please note that both offices close on Wednesday morning for training

Our web site address is www.tenantsfirst.com or e-mail enq@tenantsfirst.com

Application to Sublet / Take in a Lodger

1. YOUR details:

Name	
Address	
Number of Bedrooms	
Type of Property	House / Flat

2. Why do you want to sublet? _____

3. Do you intend to let part or all of the property? _____

4. How long do you intend to let the property or have a lodger?

From _____ To _____

5. If you are away how can we contact you?

Your Address	
Your Phone Number	
Employer's Name and Address	
Proxy Details (contact details of someone we can contact if you are not available)	

6. Who do you intend to sub let to or allow to lodge with you?

Proposed sub-tenants/lodgers name	
Proposed sub-tenants/lodgers current address	
All Other Occupants (giving ages; gender; relationship to sub-tenant)	

7. What Cost do you propose to charge?

Rent _____

Any other charge (please give details) _____

8. Declaration

I have read and understand the conditions under which I may be allowed to sub-let my property and wish to proceed with the application. I confirm that all the details on this form are correct and that there is no intention to provide false information for my application. I enclosed the proposed agreement that I intend to use for my Sub-tenant/Lodger.

Tenant Signature: _____ Date: _____

Joint Tenants Signature: _____ Date: _____