

# **Application for Tenants to take in a Lodger**

## SECTION 1. Your details

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**Property address:**

**Postcode:**

**Telephone Number:**

**Name of tenant/s:**

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| **SECTION 2. Your tenancy details:** |
| |  |  |  | | --- | --- | --- | | Number of bedrooms in your present home |  |  | |  |  |  | | Number of bedrooms used by your family |  |  | |

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| **Details of all other persons currently resident in the Council property:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Relationship to tenant |  | Date of birth | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| SECTION 3. Reasons for applying to take in a lodger. |
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| **SECTION 4. Details of the proposed lodger** |
| **Personal Details Current Address Details**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | First Name |  |  | Address |  | | Surname |  |  |  | | | Date of Birth |  |  |  | | | Telephone No |  |  | From |  | |  | |  | Landlord |  |   **Previous Address Details**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Address |  |  | Relationship to you |  | | |  | |  | Does the proposed lodger have any | | | |  | |  | medical condition that may require the | | | | From / To |  |  | property to be adapted? Yes  No | | | | Landlord |  |  | If yes, give details | |  | |  |  |  |  | | |  |  |  | | --- | --- | | **Has the lodger been involved in Antisocial Behaviour in the past 12 months?** | Yes  No | | **Is the lodger currently subject to an Antisocial Behaviour Order?** | Yes  No | |

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| **SECTION 5. Details of the proposed rent charges & services** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | FortnightlyRental Charge | £ |  | Any other payment should be noted here. | | | Security Deposit | **£** |  | Payment | £ | |  |  |  | Reason |  | | Please provide details of any other services you will provide for your lodger | | | | | | Cooking | **Yes**  **No** |  | Other |  | | Cleaning | **Yes**  **No** |  | Are charges for these services included in the rent? | | | Laundry | **Yes**  **No** |  |  | Yes  No | |

**SECTION 6. Date that the lodger is to take up accommodation**

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| Proposed start date |  |

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| SECTION 7. DECLARATION (To be signed by the current tenant(s))  * I/we request to take in a lodger under the terms of Section 32 and Schedule 5 of the Housing (Scotland) Act 2001. * I/we confirm that I/we have provided true information. I/we am/are aware that deliberately withholding information or giving false information may lead to this application being cancelled. * I/we confirm that I/we intend to continue to occupy the tenancy as our only or principle home. * I/we confirm that taking in a lodger will not lead to overcrowding within the tenancy - no award of overcrowding points will be given. * I/we understand that the **lodger will have no legal right** **to the tenancy** in my/our absence and acknowledge that East Lothian Council will take the appropriate steps to the recover vacant possession of the property. I/we understand that we may be charged for the costs involved. * I/we confirm that I/we understand that I/we am/are liable to continue to pay the rent for the property. * I/we will request permission in writing from East Lothian Council before increasing the rental charge. * I/we understand that I/we am/are also responsible for any damage to the property and for any breach of tenancy conditions caused by the lodger. * I/we confirm that I/we have not received payment (other than a reasonable rent or deposit) for agreeing to take in a lodger.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signature |  | Print name |  | Date | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
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| **IMPORTANT**  Please return this application form to your Community Housing Officer based at your local area housing office.  They will contact your proposed lodger to confirm their details and circumstances. It is important that your Subtenant responds to our letter and provides the information we ask for as soon as possible – any delay may result in a decision on your application being delayed. We aim to make a decision within 28 days of receipt of all of the information we require. We will inform you of our decision in writing. If you are unhappy with the outcome, you have the right of appeal. We will provide further information on the appeal process in our decision letter. |
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**For Office Use Only**

**Application to take in a lodger**

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| **Tenancy checks** |  |  |
| Rent Account | Yes | No |
| House file | Yes | No |
| Uniform | Yes | No |
| Notes | | |
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| Decision | | | | |
| Request Approved: | Yes | No: |  | |
| Community Housing Officer: |  | | Date: |  |

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| Tenant advised | Yes | Date: |  |
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