

Application to Sub-Let

Name of Tenant(s)

Address

Postcode

Home Tel.

Mobile No.

Email Address

PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS

Do you require any of the following options to aid you with your application?

Large Print Text

Language Interpreting Service

Braille Text



Date Issued:

Date Returned:

As of 1st November 2019, to qualify to sub-let your home, the property must have been your only or principle home during the 12 months immediately prior to seeking permission. If you were not the tenant, but resident within the home during the 12 months before applying, the previous tenant must have notified Angus Housing Association that you were living there.

1. Please give details of all persons presently occupying the accommodation:

Full Name	Relationship to main applicant(s)	Age	Date of Birth
	Tenant		
	Joint Tenant (if applicable)		

2. Proposed sub-letting arrangements

Name of Person(s) in the household with whom the business arrangement is proposed:

Person 1 Full Name	Male/ Female	Relationship to Tenant	Current Address	Age	Date of Birth

Person 1 Landlord Name	Landlord Address	Landlord Telephone Number	Landlord Email Address

Person 2 Full Name	Male/ Female	Relationship to Tenant	Current Address	Age	Date of Birth

Person 2 Landlord Name	Landlord Address	Landlord Telephone Number	Landlord Email Address

Person 3 Full Name	Male/ Female	Relationship to Tenant	Current Address	Age	Date of Birth

Person 3 Landlord Name	Landlord Address	Landlord Telephone Number	Landlord Email Address

Please give details of any furniture or service which would be provided:

What are the proposed start and finish dates for the sub-let?

Start Date: _____ Finish Date: _____

You as tenant will still be liable for the Rent Account.

How much rent will you charge? £ _____ per week / month

What other proposed payments are to be made (if any)? £ _____ per week / month

Will the applicant be entitled to Housing Benefit or Universal Credit? Yes No

Why do you want to sub-let your tenancy?

Please give your contact details during the sub-let period:

Address:

Email: _____

Telephone No: _____

Has anyone included on this application been evicted for anti-social behaviour within the last 3 years?

Yes

No

If Yes, please provide details:

Name of Person Evicted _____

Evicting Landlord _____

Has any person covered by this application been the subject of an Anti-Social Behaviour Order (ASBO) under Section 19 of the Crime and Disorder Act 1998, on or after 30th September 2002?

Yes

No

If YES please provide details:

Name of person subject to ASBO _____

Are you, or any person noted on this application form required to register with police under the Sex Offenders Act 1997

Yes

No

DECLARATION

Please read through the following statements and sign at the bottom to acknowledge and show you understand and agree with them

- I declare that to the best of my knowledge, the answers given to the questions on this form are true and accurate. I/We understand that any false information provided may result in my/our application to run a business from home being cancelled.
- I/We authorise the Association to make any necessary enquiries to verify the accuracy of the information provided.
- I/We understand that illegal activity as a result of this arrangement will result in action being taken against my tenancy.
- I confirm that I will notify Angus Housing Association immediately of any changes in my circumstances as related in this application.
- I understand that the issue of this form does not guarantee permission to sublet from Angus Housing Association Limited

Name
(Block Capitals) _____

Signature of Tenant _____ Date _____

Name Joint Tenant
(Block Capitals) _____

Signature of Joint Tenant _____ Date _____

Name Sub-Tenant or Joint Sub-Tenant
(Block Capitals) _____

Signature of Sub-Tenant
or Joint Sub-Tenant _____ Date _____

We have listed below the Questions which are most frequently asked by tenants. If you should have any further queries after reading this guidance note please contact your Housing Officer.

Q. How long can I sub-let my property?

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

Q. Who can move into my property?

- A. You can apply for anyone to let your property to as long as the property is adequate for prospective sub-tenant's requirements and does not lead to the property being overcrowded or under-occupied.

Q. Who pays the rent?

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

Q. How much rent can I charge?

- A. 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.

Q. Can the tenancy be transferred to the sub-tenant anytime in the future?

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

Q. Are there any conditions I must adhere to before a sub-let commences?

- A. • 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.

Q. Do I take on extra responsibilities if you agree to the sub-let?

- A. • Yes, you become your sub-tenant's 'landlord' responsible for your sub-let tenants.
- You become responsible for dealing with any complaints about them.
 - If you don't deal with complaints, your own tenancy could be at risk.
 - You will be responsible for any breaches of tenancy which may occur. This may put your own tenancy at risk.

Q. How is my application assessed?

- A. • You must have been in your current home for a least six month.
- Your application will be assessed on the basis of information supplied.
 - If your circumstances change within the sublet period, you must notify us immediately.
 - We undertake to give a written response to you within 28 working days of receipt of your application.

Once completed please send your form to:

Arbroath Office:

Angus Housing Association Ltd
93 High Street
Arbroath
DD11 1DP

Dundee Office:

Angus Housing Association Ltd
Ormiston Crescent
Whitfield, Dundee
DD4 0UD

YOUR PERSONAL INFORMATION (TENANT)

We, Angus HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Full Statement available on our website

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at angusdpo@infolawsolutions.co.uk or writing to: **The Data Protection Officer, Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP.**

You can contact us by: e-mail at admin@aha.org.uk; telephone on **0345 177 22 44**; or writing to: **Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP**

OFFICIAL USE ONLY

Tenant Ref No _____ Current Monthly Rent: £ _____ Date of Entry _____

Approved _____ (Housing Officer) Date _____

Approved _____ (Housing Manager) Date _____

Angus Housing Association Limited

93 High Street, Arbroath
Angus DD11 1DP

The Square, Ormiston Crescent
Dundee DD4 0UD

Tel 0345 177 2244 Email admin@aha.org.uk www.angusha.org.uk

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