



Application Form for Taking in a Lodger or Subletting

Household Details	
Name Tenant 1	Name Tenant 2
Address	
Date of Birth	Date of Birth
Phone No	Phone No
Email	Email

Other Household Members		
Name	Relationship to you	Date of Birth

Have you applied to sublet or take in a lodger before?	Y	N	
How long do you propose to sub let for?	<input style="width: 100%;" type="text"/>		
What rental charge do you propose to charge?	<input style="width: 100%;" type="text"/>		
How will the rent be paid?	<input style="width: 100%;" type="text"/>		

The proposed sub tenant	
Name	Date of Birth
Current Address	
Email:	
Phone No:	

Proposed Agreement—Note approval will not be given			
Have you enclosed a copy of the proposed agreement?	Y	N	
What type of agreement is it (ie short assured tenancy)			

Please outline the reasons) for your request to sub let or take in a lodger

Your contact details whilst you are away.

Address

Phone No

Email:

Declaration

- I understand and agree that Castlehill Housing Association will carry out appropriate checks as part of the application permission process
- I agree that all information provided in this application is correct and that I have not provided any false or misleading information.
- I agree to advise Castlehill Housing Association if my circumstances change.
- I understand that should I terminate my tenancy I must give Castlehill Housing Association vacant possession.

Signature App 1

Signature App 2

Date

Date

Office Use		
Yes/No	Tenancy Accounts Clear?	If No, detail
Yes/No	Reason For Request Acceptable?	If No detail
Yes/No	Request Approved?	If No details
Yes/No	Copy of Agreement Provided	If No details

Housing Officer Signature		Date
Housing Manager Signature		Date
Decision Letter Sent:	Yes/No	Date
Review Date (if applicable)	Yes/No	Date
QL Update	Yes/No	Date