

**Permission to take in a sub-tenant**

**Please note a sub-tenant will have exclusive use of one or more rooms in the property.**

**1. Tenant's details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |  |
| Postcode |  |

**2. Property details**

|  |  |
| --- | --- |
| Property type |  |
| Number of bedrooms |  |
| Number of bedrooms currently not in use |  |
| Is the property sheltered accommodation |  |
| Do any restrictions apply – eg no pets, age restrictions |  |

**3. Household details – who currently lives in the property**

|  |  |  |
| --- | --- | --- |
| Name | Date of birth | Relationship to tenant |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Details of the proposed sub-tenant**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Date of birth |  |  |
| Relationship to tenant |  |  |

**5. Details of the arrangement**

|  |  |
| --- | --- |
| How many rooms will the sub-tenant occupy? |  |
| How long will the sub-tenant arrangement last? |  |
| How much will the rent be? |  |
| Is there a written agreement in place? If so, please provide a copy. |  |
| Is the tenant aware of the financial implications – e.g. Council Tax, Housing Benefit, Universal Credit etc. |  |

**6. Any other information / details**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  |  | Date |
| Tenant's signature |  |  |
| Tenant's signature |  |  |
| Housing office signature |  |  |