



APPLICATION TO SUB-LET

PLEASE READ THESE NOTES BEFORE FILLING OUT THE FORM

This form should be completed if you want to apply to sub-let your home.

How long can I sub let my property?

You can sub let your property for up to 1 year and in exceptional circumstances we may allow a further 6 months, but no longer than 18 months.

Who can move into my property?

You must find someone to sub let you property to. We must approve any prospective tenant and we must ensure that the property is adequate for your sub tenant. We will not allow the property to be overcrowded

Who pays the rent?

You as our tenant are responsible for rent payments. If you are in receipt of housing benefit you must inform your local housing benefit office.

How much rent can I charge?

We will not allow you to charge any more than 20% above the monthly rental charge. The additional 20% is to cover items such as furnishings and insurance. You must inform the Council Tax office that you are not living in the property and provide details of the person you have sub let to.

Can I transfer the tenancy to the sub tenant in the future?

No. If you are not returning to the property you would have to terminate your tenancy. The sub tenant can apply to us for housing but we are not obliged to re-house them.

What do I have to do before I can sub let?

Your rent account must be clear and there must be no outstanding costs for re-chargeable repairs or legal costs.

If you are married, co-habiting or have a joint tenancy, we will need you're the other person's consent before the sub let commences.

You must have written consent from us before you can sub let.

Before a sub let can be entered into, an agreement must be signed by you and the sub tenant and agreed by us

You must provide us with contact details for you once you have moved from the property

What extra responsibilities do I have?

You become your sub tenant's landlord.

You are responsible for dealing with any complaints about your sub tenant or damage caused by your sub tenant.

What is the start and end date of the sub tenancy	Start Date:
	End Date:

How much rent do you propose to charge	£	per week / month
Will the proposed tenant be claiming Housing Benefit	Yes/No	

Please tell us why you wish to sub-let	
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Please tell us how we contact you during the time of the sub-let	Address:	
	Tel No:	Mobile No:
	Email:	

Statement	
<ul style="list-style-type: none"> ○ I declare to the best of my knowledge and belief, all of the information given by me on this application is true ○ I understand that completing this form does not give me automatic permission to sub-let ○ I give permission for Dunedin Canmore Housing Ltd to approach my landlord to disclose tenancy details. ○ The proposed sub tenant agrees to complete a Dunedin Canmore Housing Application Form ○ Once signed, this document will be scanned and the original destroyed. By signing this document you agree that the scanned copy will be held to be a copy of the original document and may be used in any future legal proceedings. 	
Tenant Signature
Joint Tenant (if applicable) Signature
Date
Proposed Sub Tenant Signature
Date