

SUB-LETTING – PROCEDURE

1.0 INTRODUCTION

1.1 This procedure describes our arrangements for approving and managing the sub-letting of tenants' properties in accordance with the Housing (Scotland) Act 2001 (the Act) and The Housing (Scotland) Act 2014 and any subsequent guidance.

1.2 Sub-letting occurs when:

- a tenant wishes to be away from their home for a temporary period (but intends returning to it), and they wish to sub-let the property while they are away;
- a tenant wishes to remain in their home but to let part of it to a sub-tenant.

1.3 This procedure supports our [Allocations policy](#) ref. HM01 and [Sustaining Tenancies](#) policy ref: HM08.

Reasons for sub-letting

1.4 A tenant may wish to sub-let all or part of their home because:

- they are taking up a contract of employment for a fixed period of time and this is out with reasonable travelling distance from their home;
- they are planning to take an extended holiday (this would normally be abroad);
- they are going away for a limited period of time for a specific purpose that is not work related, e.g. to look after a sick or elderly relative;
- they have spare capacity in their home and wish to let it out, both to make better use of the property and to assist in meeting their rental payments.

The tenant

1.5 The original tenant will remain the legal tenant (Scottish Secure Tenant) throughout the period of the sub-let tenancy.

1.6 The tenant will be responsible for the sub-tenant's behaviour at all times. If the sub-tenant is not behaving satisfactorily any action will be taken against the tenant.

2.0 APPLYING FOR PERMISSION

2.1 All tenants, including those on Short Scottish Secure Tenancies, may apply for permission to sub-let providing the tenant has been known, by the HSO, to be living in the property as their main residence for a minimum of 6months. As from the 1st November 2019, the 6 month period changes to 12 months.

As from the 1st November 2019, if a tenant with an SSST applies to sub-let, they must have been living in the property for the 12 months immediately before the application is made. Their right to sub-let will be limited to the remaining period of their tenancy agreement.

2.2 A tenant wishing to sub-let must make a formal application for permission. The Housing Services Officer (HSO) will send the tenant the following:

- Guidance Leaflet (Appendix 1)
- Application Form (Appendix 2)
- standard covering letter (Appendix 3).

2.3 The tenant will be required to complete the Application Form with the following information:

- Current tenancy details (i.e. names of persons currently living in the property, including any joint tenants and anyone else with qualifying occupancy rights).
- Proposed sub-tenant details (i.e. name, address & phone number of sub-tenant, details of the sub-tenant's family/household, address & phone number of current and/or any previous landlords).
- The date the proposed sub tenant moved into the property
- Reason for the sub-tenancy.
- Length of the sub-tenancy.
- Whether the sub-tenancy is for part or all of the property.
- Amount of proposed rent to be paid by the sub-tenant.
- Rent method payment (where the tenant will be away from the property).
- Any further charges (e.g. for furniture).
- Contact details for the tenant (if they are going to be away from the property).

2.4 The tenant will have to provide a copy of the proposed sub-tenancy agreement.

2.5 If there is a joint tenant, they will have to co-sign the application. If there is a spouse, civil partner or co-habitee living in the property who is not a joint tenant, they will have to indicate their agreement in writing to the sub-let request being submitted.

3.0 CHECKING THE APPLICATION

3.1 On receiving an application the HSO will:

- date stamp the form;
- make diary entries at 14 and 21 days from the date of receipt, as 'prompts' to ensure a reply is sent within one month;
- send the standard acknowledgement letter (Appendix) within 2 working days at the latest **OR**
- if the application is incorrect/incomplete, return it with a covering letter detailing the correction(s)/additional information required (Appendix 5).

3.2 Under the terms of our Tenancy Agreement we must reply in writing giving consent or refusal within one month of receiving the application. If a reply is not sent within one month then it will automatically be deemed that we have given consent.

We will not unreasonably withhold consent.

3.3 The HSO will:

- check the details on the Application Form, and if necessary contact the tenant for confirmation of any details;
- where there is a joint tenant or anyone with occupancy rights, check that they have agreed to the sub-let application by completing the relevant section of the form
- arrange to complete an inspection of the property and advise of any works required to be completed before the sub-let can begin.

3.4 The HSO will also contact the proposed sub-tenant to:

- confirm they are at least 16 years old;
- confirm the details of the sub-tenant's family to be living at the property (this is to ensure that the sub-let will not result in overcrowding, as permission will not be given if overcrowding will occur);
- confirm the details of the sub-rent to be charged, and any other charges;
- check whether the sub-tenant has a live housing application in the area of the property or has applied for housing elsewhere (if not the HSO will arrange for a housing application to be completed).

3.5 The HSO will seek to obtain references from the sub-tenants current or any former landlords, if appropriate.

3.6 The HSO will update the checklist at each appropriate stage.

4.0 GRANTING PERMISSION

4.1 Where the application meets our requirements and there is no valid reason for refusing, permission to sub-let will normally be granted.

If the HSO is in any doubt they will consult the Head of Housing Services (HoHS) before reaching a decision.

4.2 The HSO will confirm the decision by completing and signing the relevant part of the 'For office use' section at the end of the Form.

4.3 Within the one month time limit the HSO will write to the tenant to advise that permission has been given (Appendix 6). Two copies of the letter will be sent and it will include the following conditions:

- the sub-let will initially be for a period of 6 months and the tenant will have to submit a written request for an extension.
- during the period of the sub-let the tenant will continue to be responsible for the rent payments and for all other conditions of the tenancy as set out in the Tenancy Agreement.
- the property (or part of the property) must be occupied only by the named sub-tenant and any other persons agreed by us and included in the original application.
- the tenant must inform us in writing of any changes in circumstances relevant to the sub-let.
- we must be informed of and give approval to any proposed increase in the amount to be charged to the sub-tenant.
- we must be informed of and give approval to any increase in the number of persons living with the sub-tenant.
- where the tenant has been away, if at the end of the sub-let period the tenant does not return to the house and a request for a further sub-let has not been made or has been refused by us, legal proceedings may be considered in order to end the tenancy and recover possession of the property.

4.4 The tenant will be asked to confirm in writing that he/she wishes to proceed with the sub-let on the conditions stated, by signing and returning one copy of the letter **before the sub-let begins**. The tenant will also be advised to seek the advice of a solicitor to safeguard his/her right to recover the property at the end of the sub-let period, or earlier if necessary.

4.5 The HSO will ensure that the relevant details are added to the Capita system.

5.0 REFUSING PERMISSION

5.1 As stated in the Housing (Scotland) Act 2001 and in the Tenancy Agreement, permission will be refused on any of the following grounds, i.e. that:

- we have served a notice on the tenant warning that we may seek repossession on certain grounds because of the tenant's conduct;
- we have already obtained a decree for recovery of possession;
- payment other than a reasonable rent or reasonable deposit has been received;
- the proposed rent and/or other charges are excessive;
- the sub-let will result in the criminal offence of overcrowding;
- we intend to carry out work on the house (or to the building of which the house forms a part) which would mean that the sub-let would not be possible in the timescale proposed;
- As from the 1st November 2019, the tenant has not been known to have lived in the property for a minimum period of 12 months prior to submitting an application to sublet.

5.2 Other reasons for refusing permission will include:

- there are outstanding rent arrears or rechargeable repairs (although it may be considered that the sub-let may assist in their repayment if a repayment agreement is in force);
- unsatisfactory references concerning the proposed sub-tenant;
- it has not been possible to obtain all the information required to make a decision, within the statutory 1 month period – see para. 5.4 below.

If the HSO is in any doubt they will seek the advice of the HoHS before reaching a decision.

5.3 The HSO will confirm the decision by completing the relevant section at the end of the Form.

5.4 Within the 1 month time limit the HSO will notify the tenant in writing of the decision to refuse and will clearly state the reasons (Appendix 7).

[NOTE: If it has not been possible to obtain all the information required on which to base an informed decision, the application may be refused on the grounds of 'lack of information'. This is to ensure that consent is not given automatically because we have not replied within one month. The tenant should be advised that they can re-apply when the requested information is available.]

5.5 The HSO will also check within 7-14 days of the refusal letter, either by visiting the property or making contact in some other way, to ensure the property is still being occupied by the tenant. If it appears that the property is no longer occupied the HSO will start to make enquiries as detailed in the Absconds (Abandonment) procedure.

6.0 APPEAL AGAINST REFUSAL

6.1 In the letter advising that permission has not been granted the HSO will advise the tenant that they may appeal against the decision, and that if they wish to do so they should write to the HoHS within 14 days of receiving our letter, stating clearly the grounds for their appeal.

6.2 On receipt of an appeal the HoHS will:

- acknowledge receipt in writing within 3 working days, advising that a decision will be made and sent in writing within one month from the date of receipt of the appeal (Appendix 8);
- carry out any checks and enquiries necessary, including where appropriate meeting with the tenant to discuss the application and reasons for refusal.

6.3 Where the HoHS was actively involved in the decision not to grant permission, then to ensure fairness and also to satisfy any possible further enquiry by either the Sheriff or the Ombudsman, the appeal will be passed to the Director of Finance and Housing or Chief Executive for investigation and reply.

6.4 The HoHS (or DOFH/CE) will write to the tenant within one month with their decision. If the decision is to uphold the original refusal to grant permission they will advise the tenant that they have the right to take their case either to the Scottish Public Services Ombudsman or to the Sheriff Court.

7.0 RECOVERY OF THE PROPERTY

End of sub-let period

7.1 The HSO will make a diary entry for 1 month before the sub-let is due to end as a 'prompt' to contact the tenant and find out if they wish to continue or end the sub-let. If the tenant wishes to continue sub-letting they will be asked to make a formal request in writing and a follow up inspection will be completed.

7.2 The HSO will assess the request taking into account the behaviour of the sub-tenant(s) to date, the position on the rent account and any other relevant circumstances such as any damage to the property during the sub let period. The HSO may contact the tenant and/or the sub-tenant for any other information required.

7.3 The HSO will write to the tenant within 1 month of receipt of their request with the decision. If the request is approved the letter will give the dates of the new sub-let

period and again advise the tenant that they must apply in writing again if they wish a further extension.

If the decision is not to approve the request the tenant will be advised that they must arrange for the sub-tenant to leave the property, in accordance with the conditions of the sub-tenancy agreement. The HSO will also contact the sub-tenant to let them know of the decision.

Tenant gives notice of termination of their tenancy

- 7.4 If a tenant who has permission to sub-let, but who is away from the property, subsequently gives notice that they wish to terminate their tenancy and the sub-tenant is still in occupation, the HSO will contact the sub-tenant within 2 working days of the receipt of notice of termination.
- 7.5 The HSO will advise the sub-tenant that the tenancy is to be terminated, give the termination date and advise that all occupants should vacate the property not later than the termination date.

At the same time, if required, the HSO will give the sub-tenant advice on access to housing or contact details for the Local Authority Housing Options Team, etc. as appropriate.

- 7.6 If the sub-tenant does not vacate the property our solicitors should be consulted to determine what legal action we can take.

8.0 IMPLEMENTATION & REVIEW

- 8.1 The Head of Housing Services is responsible for ensuring that this procedure is implemented when required.
- 8.2 The Head of Housing Services will ensure that this procedure is reviewed at least every three years.

Approved by the Head of Housing Services in:	June 2018
Approved by SLT/:	June 2018
Review of procedure due by:	June 2021

APPENDIX 1



**Sub-Letting your property-
Guidance notes**

HEAD OFFICE
The Priory, Canaan Lane,
Edinburgh, EH10 4SG
0131 447 9027

housing@arkha.org.uk

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Contact Details

1. INTRODUCTION

If you wish to apply to sub-let your property please read this leaflet carefully before completing the application form.

Under the Housing (Scotland) Act 2001, the Housing (Scotland) Act 2014 and your Tenancy Agreement, you must apply in writing for permission to sublet. So we can consider your application carefully we need certain information. Please complete the application form with all the information we ask for.

We will send you a written reply within 1 month of receiving your application.

2. What do I need to tell you in my application?

You need to tell us:

The names of everyone who is living at your home at present and the dates they moved to the property

Some personal details about the person you wish to sub-let to (their name, current address, names of any family members who will also be coming to live at your home and their relationship to the sub tenant, if appropriate);

The name(s), address (es) and contact phone numbers of the sub-tenants current and/or most recent landlord, if they are or have been living in rented accommodation

[Please Note: From 1st November 2019 any tenant applying to sub-let, must have been living in the property for the 12 months immediately before the application is made.. You should tell your proposed sub-tenant that we will be asking their former landlord for a reference.]

Your reason for sub-letting (please give as much detail as you can);

How long you expect the sub-letting to last.

The amount of monthly rent you propose to charge and the amount of any other charges you propose to make, e.g. if you plan to ask for a deposit against any damage to your furniture;

Whether you wish to sub-let all or just part of your home, and if only part– which rooms.

A contact address and phone number for you during the sublet period, if you will be living away from your home.

3. Does anyone else living at my home have to agree to my applying to sublet?

The law says that if you have a joint tenancy then the other joint tenant must agree in writing to the application. To do this the joint tenant should sign the appropriate part of the application form.

The law also says that if there is anyone else living in your home who is not a joint tenant but has what are called 'occupancy rights' then they must also agree to your application by signing the form. This would include your husband or wife, a civil partner or co-habitee with occupancy rights. If you need to check if anyone in your home is covered by this please contact your housing services officer before sending in your application.

4. If permission is given will there be any conditions attached?

Permission may be given for you to sub-let your property for up to 6 months. If you wish to sub-let for a further period you will then have to re-apply to us for further permission. Any conditions we wish to make will be explained clearly to you by your housing officer.

They will usually include the following.

The house must not become overcrowded.

We must approve the rent and any other payment you may wish to charge (other charges would include items such as a deposit against damage to furniture).

The house (or part of the house) must only be occupied by the person(s) we agree to the person(s) on your application.

You must notify us of any changes in circumstances that relate to the sub-let.

If you wish to sub-let the whole property because you will be away for a time then you must return to the property at the end of the sub-let period.

5. Can I make any changes to the arrangement after permission to sub-let is given?

It may be possible for you to make changes to the arrangements we have agreed after we have given our permission, but only under the following conditions:

Charges: you must inform us in writing of any proposed increases in the charges to the sub-tenant. If we object you must not increase the charges.

Occupants: You must obtain our permission in writing for any proposed changes to the number living with the sub-tenant. If the existing sub-tenant leaves, you must apply again for our permission to take another sub-tenant.

6. What are the main reasons my application might be refused?

Some of the reason we might not agree to agree to your request are:

- Sub-letting would result in the criminal offence of overcrowding.
- We have served a notice on you warning that we may seek a decree for eviction and repossession because of your behaviour.
- We have been granted a decree for eviction by the sheriff court.

- You have accepted a payment, other than a reasonable rent or reasonable deposit;
- The rent (and/or) deposit that you are proposing is too high.
- We plan to carry out work to your home (or the building of which your home forms part) which would make it impossible to sub-let while the work is being carried out.
- You have outstanding rent arrears or other charges, such as rechargeable repairs.
- We have received unsatisfactory references about the proposed sub tenant.

From 1st November 2019 an application to sublet may be refused if the tenant has not been known to have been living in the property for the 12 month period immediately before the application is made.

Please also note these important points.

If your tenancy is terminated in the future while a sub-tenant is still in the property, the sub-tenant will **NOT** be allowed to stay in the property after the tenancy termination date. You will be responsible for making sure that any sub-tenant has left the property before the end of your tenancy.

A sub-tenant will have no legal rights against us and will only occupy the house with the permission of you and ourselves.

Under the terms of your tenancy agreement you are responsible for your sub-tenants behaviour at all times, even if you are living away from the house.

If they have not already done so, it would be advisable for any sub-tenant to submit an application for housing in your area.

If you take on a sub-tenant and you also receive housing benefit then you must inform your local benefits office so your benefit can be adjusted.

If we approve your application you should let your sub-tenant know of any conditions we have included.

That in order to make an application to sub-let your HSO must have been aware that the tenant have been living in the property for a minimum of 12 months

I hope this leaflet has answered all your queries, however if you have any further questions, or queries when completing the application form, please feel free to contact to contact us on:

Tel: 0131 447 9027

E-mail: housing@arkha.org.uk

Please return your completed application form to:

**ARK Housing Association Ltd
The Priory
Canaan Lane
Edinburgh
EH10 4SG**

To ensure it arrives, please check that the correct postage has been used.

ARK HOUSING ASSOCIATION APPLICATION TO SUBLET

Please read the Guidance Leaflet before you start to fill out this form.

Please complete all the sections that apply to you and the person who wants to sub-let part or all of your home. Please print clearly, except where you are asked to sign the form.

If the form has not been completed properly it will be sent back to you. This means it will take longer to give you a decision on your application.

If you have any questions about this form or the information we are asking for, please contact us on the telephone number in the Guidance Leaflet.

**PLEASE NOTE - YOU CANNOT SUB-LET YOUR HOME UNTIL
WE HAVE GIVEN YOU PERMISSION IN WRITING**

1. YOUR DETAILS

TENANT	Forename:	Surname:
	Date of Birth:	
JOINT TENANT [If you have a joint tenancy]	Forename:	Surname:
	Date of Birth:	
ADDRESS		
PHONE:	MOBILE:	EMAIL:
HOUSEHOLD COMPOSITION (Please give details of everyone living with you, starting with yourself)		
Forename & Surname	Date of birth	Relationship to you
		TENANT

2. SUB-LET DETAILS

PROPOSED START DATE:	PROPOSED END DATE:
ACCOMMODATION TO BE LET [Please tick one]: Whole property <input type="checkbox"/> Part of property <input type="checkbox"/>	
If you only wish to let part of the property, please list all the rooms you will let:	
1)	2)
3)	4)
PROPOSED MONTHLY CHARGE [Rent plus any other charges]: £	
Will you be asking for a deposit, for example in case of damage to furniture (circle one)? YES / NO	
If YES, how much will the deposit be? £	
Have you attached a copy of the draft sub-tenancy agreement (circle one)? YES / NO	

PLEASE GIVE YOUR REASONS FOR WISHING TO SUBLET

IF YOU WILL BE LIVING AWAY FROM THE PROPERTY:

1) Please give the full address where you will be living, including any phone number and email address:

2) How will your rent be paid while you are away?

3. DETAILS OF PERSON TO WHOM YOU WISH TO SUB-LET

NAME	Forename:	Surname:
	Date of Birth:	
CURRENT ADDRESS		
PHONE [Home]:	MOBILE:	EMAIL:
PHONE [Work]:		
PREVIOUS LANDLORDS		
Name		
Address & phone number		
DETAILS OF ANY OTHER PERSON(S) WHO WILL BE LIVING WITH THE SUB-TENANT		
Forename and Surname	Date of birth	Relationship to sub-tenant
ANTI-SOCIAL BEHAVIOUR		
Has any action been taken against the proposed sub-tenant or anyone who will live with them for anti-social behaviour (circle one)?		YES / NO
If YES, please give the full name of the person(s):		
What action was taken?	Court Action	<input type="checkbox"/>
[Tick all appropriate box(es)]	Anti – social behaviour order	<input type="checkbox"/>
	Less formal action such a written warning	<input type="checkbox"/>
SEXUAL OFFENCES ACT 2003		
Is the proposed sub-tenant or anyone who will be living with them required to register with the police under the Sexual Offences Act 2003 (circle one)?		YES / NO

If YES, please give the full name of the person(s):

4. DECLARATION - TENANT/JOINT TENANT

Please read through the following statements and sign at the bottom to show you understand and agree with them. If you have a joint tenancy both tenants must sign this Declaration.

I / We* agree to:

- ensure that the property does not become overcrowded during the sub-tenancy;
- ensure that the rent continues to be paid when it is due;
- be responsible for the actions and behaviour of the sub-tenant(s);
- inform ARK Housing Association of any change in my / our* circumstances;
- ask ARK in writing for permission to increase the rent, or change the number of those living with the sub-tenant, or take in a new sub-tenant;
- return to my / our* tenancy at the end of the sublet period as stated in the sub-let agreement, if the whole property is sub-let;
- provide 28 days notice to ARK Housing Association if I / we* do not wish to return to my / our* tenancy.

I / we* agree I / we* will have no right to transfer my / our* tenancy to the person(s) subletting the tenancy.

All information given by me / us* to ARK is true. If I / we* supply any false information or keep back any information I / we* we should have provided, my / our* application may be cancelled.

If I / we* are given permission to sub-let because I / we* have supplied false information or I / we* have kept back information we should have provided, permission may be cancelled.

*[* Delete whichever does not apply]*

Signed: _____ (Tenant) Date: _____

Signed: _____ (Joint Tenant) Date: _____

5. DECLARATION - QUALIFYING OCCUPIER (who is not a joint tenant)

If your spouse, civil partner or co-habitee (who is not a joint tenant) is living with you, they must also sign this form to confirm that they agree to you applying to ARK Housing Association to sub-let some or all of your home.

Forename & surname (print):

I am the tenant's (circle one): Husband Wife Civil partner Co-habitee

I agree that the tenant named above may apply to ARK Housing Association to sub-let the property listed in Section 1 of this form.

Signed: _____ Date: _____

6. DECLARATION - PROPOSED SUB-TENANT

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

I agree that:

I will inform ARK Housing Association of any change in my circumstances.

If I currently am, or previously have been a tenant, my current or previous landlord can be contacted for a tenancy reference.

My doctor, hospital consultant, health visitor, social worker, the Police or any other relevant person can be contacted if more information is needed for my sub-let application.

All information given by me to ARK is true. If I supply any false information or keep back any information I should have provided, I will not be allowed to become a sub-tenant.

If I am given permission to take up the sub-tenancy, I agree to return the property (or the part of the property I have occupied) in good condition to the ARK tenant(s) mentioned above, at the end of the sublet period as stated in the sub-let agreement.

I will have no succession rights to the sub-let property.

Signed _____ Date: _____
Proposed sub-tenant

Please return this form to:
Ark Housing Association, The Priory, Canaan Lane, Edinburgh EH10 4SG Tel: 0131 447 9027

For office use only:

Date form received:		Target date for reply:	
Acknowledgement letter sent on (date):			
Form checked and correct on (date):			
Form incorrect/incomplete – returned on (date):			
Tenant contacted for more details on (date):		Notes:	
Sub-tenant contacted to check details on (date):		Notes:	
Landlord(s) contacted on (date(s):		Notes:	
Application approved?	Yes / No	HSO signature:	Date:
Final reply letter sent on (date):			
Written confirmation from tenant that they wish to proceed received on (date):			

<<name>>
<<address1>>
<<address2>>
<<address3>>
<<postcode>>

Dear <<name>>

APPLICATION TO SUB-LET

I refer to your recent enquiry about sub-letting your tenancy at <<propertyaddress>>.

I have enclosed our Guidance Leaflet on Sub-letting and an Application Form. Please read the Leaflet before you complete the Application Form and if you have any questions please contact me.

Please ensure that you answer all the questions which apply and give all the details asked for. This will save time when we are considering your request.

We will consider your request when you return the Application Form and we will reply to you within one month from the date we receive the Form, at the latest. If we need additional information we will be in touch with you as quickly as possible within the one-month period.

I hope that the Guidance Leaflet and the advice in this letter are clear, but if there is anything you do not understand please do not hesitate to get in touch with me.

Yours sincerely

<<name>>
Housing Services Officer

Tel:

Email:

<<*name*>>
<<*address1*>>
<<*address2*>>
<<*address3*>>
<<*postcode*>>

<<*date*>>

Dear <<*name*>>

APPLICATION TO SUB-LET

Thank you for your application to sub-let your property.

Your application will be assessed as quickly as possible and I will write to you again within one month to advise you of our decision.

In the meantime, if you have any queries, please contact me.

Yours sincerely

<<*name*>>
Housing Services Officer

Tel:

Email:

<<name>>
<<address1>>
<<address2>>
<<address3>>
<<postcode>>

<<date>>

Dear <<name>>

APPLICATION TO SUB-LET

Thank you for your application to sub-let your property.

I am returning your Application Form as it is incomplete or incorrect. I have marked on the Form where you need to give us the correct information or additional details. The information we need is:

[List information/details needed]

To enable us to assess your application please add the details we need and send the Form back to me as soon as possible. The 1-month period for sending you our decision will start from the date we receive the completed Form back from you.

If you have any questions about this letter or the information we are asking for, please contact me.

Yours sincerely

<<name>>
Housing Services Officer

Tel:

Email:

<<name>>
 <<address1>>
 <<address2>>
 <<address3>>
 <<postcode>>

<<date>>

Dear <<name>>

APPLICATION TO SUB-LET

I refer to your application to sub-let your tenancy at <<propertyaddress>>.

I am writing to let you know that your application has been approved, subject to the following conditions:

1. The sub-let will initially be for a period of 6 months, i.e. from <<startdate>> to <<enddate>> in the first instance. Please write to us at least 1 month **before** that date if you wish permission to extend the sub-let.
2. During the period of the sub-let you will continue to be responsible for the rent payments and for all other conditions of the tenancy, as set out in your Tenancy Agreement.
3. Your property (or the part being sub-let) must be occupied only by the sub-tenant and any others named on your original application. If you wish to change any of the sub-tenancy names please write to us for permission.
4. If you wish to increase the rent or any other charges to the sub-tenant, please write to us first for permission.
5. Any changes to any of the other circumstances relevant to the sub-let must be notified to us in writing.
6. If you have not been staying at the property during the sub-let, you must return and live in the property when the sub-tenant leaves. If you do not do so, and you have either not applied to sub-let again, or you have applied but have not been given permission to sub-let again, we may take legal action to end your tenancy.

If you wish to proceed with sub-letting your property under the conditions listed above, please sign and return the second copy of this letter, **before** the sub-tenancy begins.

Yours sincerely

<<HSOname>>

Housing Services Officer

To: ARK Housing Association

I wish to proceed with sub-letting my property and accept the conditions listed above.

Signed _____ Date _____

Name (*print*) _____

<<name>>
<<address1>>
<<address2>>
<<address3>>
<<postcode>>

<<date>>

Dear <<name>>

APPLICATION TO SUB-LET

I refer to your application to sub-let your tenancy at <<propertyaddress>>.

I regret to have to advise you that we are not able to give you permission to sub-let.

The reason(s) for this decision are:

- <<list reasons>>

You have the right to appeal against this decision, and if you wish to do so, please write to the Head of Housing Services, within 14 days of the date you receive this letter, i.e. by <<16daysdate>>, giving the reasons for your appeal.

If you wish to discuss this letter, please contact me.

Yours sincerely

<<HSOname>>
Housing Services Officer

<<name>>
<<address1>>
<<address2>>
<<address3>>
<<postcode>>

<<date>>

Dear <<name>>

APPLICATION TO SUB-LET

Thank you for your letter dated **[date]** stating that you wish to appeal against our decision not to approve your application to sub-let your property.

Your appeal will be considered as quickly as possible and I will write to you again with our decision within one month at the latest.

In the meantime, if you have any questions, please contact me.

Yours sincerely

<<name>>
Head of Housing Services OR Finance Director as appropriate

Tel:

Email: