

Application Form – Sublet & Lodgers



Sub-tenant is the term used to describe a person who rents or leases a property from a tenant.
Lodger is the term used to describe a person who rents or leases part of a property from a tenant.

This section applies to both Scottish Secure Tenancy (SST) and Short SST Agreements under The Housing (Scotland) Act 2001 (The Act) and amended by the Housing (Scotland) Act 2014.

This form is to be completed by the TENANT and the declarations signed on Page 3 by the tenant and the PROPOSED SUB-TENANT (note – “sub-tenant” includes “lodger”)

Section 1:

Name(s) of current tenant(s):			
Address:			
How long have you lived at this address?			
Number of Bedrooms:			
Please list all your family members that live with you:			
Full Name	Date of Birth	Sex	Relationship to Tenant

Section 2:

Full Name of proposed sub-tenant / Lodger:	
Date of Birth:	
Relationship to Tenant:	

Please list all family members that will be moving into the property:

Full Name	Date of Birth	Sex	Relationship to proposed sub-tenant / Lodger

Section 3a:

Detail the number of rooms for sole use for proposed sub-tenant / lodger (eg. Bedroom):

No. of Rooms for <u>sole</u> use of sub-tenant / lodger	Description:

Detail the number of rooms to be shared with proposed sub-tenant / lodger (eg. Kitchen, bathroom):

No. of Rooms for <u>sole</u> use of sub-tenant / lodger	Description:

Section 3b:

Provide details of rent and other charges to be paid by the proposed sub-tenant / lodger:

Rent	£	per week	Amount of deposit (if any) to be paid by sub-tenant / lodger	£
Electricity	£	per week		
Gas	£	per week		
Meals	£	per week		
Other Charges	£	per week		
Total	£	per week		

Section 3c:

Enter the date the Sub-tenant / Lodger will be residing with you:

From:		To:	
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Section 4:

The Tenant should note the following points before signing this form:

- A sub-tenancy or lodger cannot commence until you have received our permission in WRITING.
- Permission will not be unreasonably withheld. However, reasons why it may be refused include:
 - The 12 month residency period for a sublet application has not been met;
 - The request would lead to overcrowding;
 - A Notice of Proceedings has been served on the tenant in relation to one of the conduct grounds;
 - An order for recovery of possession (a Decree) has been granted against the tenant;
 - The tenant is charging the sub-tenant or lodger an unreasonable rent or deposit;
 - Work scheduled to be carried out on the house which will affect the accommodation to be used by the sub-tenant or lodger;
 - If the sub-tenant or lodger is already the tenant of one of ACHA’s properties (and therefore not occupying it as their only or principal home).

Please also note:

- Security of Tenure is not granted to any sub-tenants.
- Any approval granted to you to sub-let your tenancy (in whole or in part) will affect any rent/council tax rebate you may receive.
- In terms of the Housing (Scotland) Act 2001, the sub-tenant(s) will be classed as a qualifying occupier which entitles them to be consulted and represented in any legal action which we might take against you in the future.
- You will continue as the tenant of the house and will continue to be responsible to ACHA in terms of the tenancy agreement between us (including the rent).

I am / we are the tenant(s) and I / we have read the above points and declare that the details contained in this form are correct.

Date _____

Signature of Tenant(s) _____

Signature of Tenant(s) _____

I am / We are the proposed sub-tenant(s) / Lodger and have read the above points and declare that, if approved by ACHA, I / we are prepared to accept the sub-tenancy as set out in the tenant’s application above:

Date _____

Signature of Proposed Sub-tenant(s) _____

Signature of Proposed Sub-tenant(s) _____