

# APPLICATION TO SUBLET PART A - CURRENT TENANT

*(Please make sure that all questions are fully completed)*

## CURRENT TENANT DETAILS

Address of Property to be Sublet : \_\_\_\_\_

Name(s) of Current Tenant(s) : \_\_\_\_\_

Tel. Nos. Home : \_\_\_\_\_ Work/Mobile : \_\_\_\_\_

Where will you be living if permission to sub-let your property is granted?

Address : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Will you be : a tenant  living with friends/relatives   
 living in accommodation provided by employer / college / university   
 other  Please give details : \_\_\_\_\_

Name and Address of Landlord of temporary accommodation (if applicable) :

\_\_\_\_\_  
 \_\_\_\_\_

## SUB-LET DETAILS

Length of Sublet: from : \_\_\_\_\_, 20\_\_ to : \_\_\_\_\_, 20\_\_

Reason(s) for Sublet Request : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Rent you propose charging per month : £ \_\_\_\_\_ Does this include for :

Furniture    yes  no                       Council Tax            yes  no

Fuel Bills     yes  no                       Other:(specify)      yes  no

If you have answered "yes" to any of the above, how much in total £ \_\_\_\_\_

**CONDITIONS APPLICABLE TO SUB-LETTING:**

**1. Rental Increases**

Any proposed rental increases must be submitted to the Association for approval.

**2. Works**

The sublet will not proceed if works are required to the property which could not be done if the sublet were granted.

**3. Rent Arrears**

An application to sublet will not be considered where either party has arrears of rent.

**4. Premiums**

These are not permitted and no sublet can be granted if the tenant asks for money as a condition of giving the sublet.

**5. End of sublet**

At the end of the sublet period the tenant will return to take up residence in the property **OR**

Not less than one month before the end of the sublet period, the tenant will make a further application to sublet the property.

If neither of the above takes place, the Association will be entitled to ask the sub-tenant to remove from the property and may start abandonment procedures to repossess the property.

**6. Tenancy Obligations**

The tenant will retain all legal responsibilities for the tenancy including ensuring that the rent is being paid regardless of any arrangement the tenant may have with the sub-tenant in this respect.

If any of the conditions of tenancy are broken by either the tenant or the sub-tenant, the Association may raise legal proceedings for repossession of the property.

**7. Change of Address**

The tenant must inform the Association of any change of contact address.

**DECLARATION**

**I/We have read and accept Conditions 1 to 7 above.**

**I/We hereby certify that the particulars in this application are true and that any false or misleading information, or information withheld deliberately, which would materially affect the application, could result in action being taken to terminate any sublet granted and also my own tenancy.**

**I/We hereby apply to sub-let my/our tenancy for the period as noted above.**

**Signatures : Tenant : \_\_\_\_\_ Date : \_\_\_\_\_**

**Joint Tenant : \_\_\_\_\_ Date : \_\_\_\_\_**

**PLEASE RETURN THIS FORM WITH PART B COMPLETED BY THE PROPOSED SUB-TENANT**



**HOUSING ASSOCIATION**  
Building on progress for a brighter Hillhead

# APPLICATION TO SUBLET PART B - SUB-TENANT

*Please complete all questions fully.*

**Name(s) :** \_\_\_\_\_

**Present Address :** \_\_\_\_\_

**Postcode :** \_\_\_\_\_

**Tel. Nos. Home :** \_\_\_\_\_ **Work/Mobile :** \_\_\_\_\_

### DETAILS OF YOUR HOUSEHOLD

**This section should be completed by the proposed sub tenant. Please give details of everyone applying to live at the sub-let tenancy**

	Name	Date of Birth	Sex M/F	Relationship to First Named Sub Tenant
1				Self
2				
3				
4				
5				
6				
7				

Where have you lived over the past 5 years? (Please include your current address first)

	Address	Time spent there		Tenure (see note below)	Reason for Leaving
		From	To		
1			Now		
2					
3					
4					
5					

**Note : Please insert one of the following codes in the "Tenure" boxes above**

- |   |  |
|---|--|
| Code 1 Owner Occupier                   | 5 Hostel/Hotel/Hospital/Prison/Institution |
| 2 Housing Association or Council Tenant | 6 Supported Accommodation                  |
| 3 Tenant of Private Landlord            | 7 Council Temporary Accommodation          |
| 4 Living with Parents/Friends/Relatives | 8 Other (detail) _____                     |

If you answered 2 or 3 in the "Tenure" column, please give the Landlord's Name and Address : \_\_\_\_\_

Have you or anyone in your household been evicted or been the subject of an Anti-Social Behaviour Order (ASBO) in the past 3 years? Yes  No

In the past 3 years, has any landlord taken legal action against you? Yes  No

Are you registered on the Housing List of East Dunbartonshire Council, Hillhead Housing Association or Antonine Housing Co-operative? Yes  No

If "yes" please give details : \_\_\_\_\_

### DECLARATION

1. I/We understand that, if this application to sublet is approved, the tenancy will remain in the name of the person(s) from whom I/we are subletting who will retain all the legal responsibilities of the tenancy.

If any of the conditions of tenancy are broken, I/we may be asked to remove from the property and legal proceedings may be instigated against the tenant.

2. I/We understand that I/we have no legal rights to become the tenant(s) of the property if the tenancy is terminated by either the tenant(s) or the Association.

3. I/We understand that I/we will require to remove from the property at the end of the sub-let period unless the tenant(s) have made an application to sublet for a further period and this has been granted.

4. I/We hereby authorise Hillhead Housing Association 2000 to make enquiries in relation to any current or previous tenancies.

5. I/We hereby certify that the particulars in this application are true and that any false or misleading information, or information withheld deliberately, which would materially affect the application, will result in action being taken to terminate the sublet.

Signed: Proposed Sub-tenant : \_\_\_\_\_ Date : \_\_\_\_\_ 20\_\_

Proposed Joint Sub-tenant : \_\_\_\_\_ Date : \_\_\_\_\_, 20\_\_

**Please return this form along with Part A to :**

**Hillhead Housing Association 2000**

**2 Meiklehill Road**

**Hillhead**

**Kirkintilloch**

**G66 2LA**