



**WAVERLEY HOUSING  
APPLICATION FOR PERMISSION TO SUB-LET**

Please answer all questions in block capitals and return application along with a copy of the tenancy/occupancy agreement between you and the sub-let tenant to your local area office, for the attention of the Housing Officer.

**TENANT INFORMATION**

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

**ABOUT THE SUB-LET**

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

How much weekly rent do you propose to charge the sub-tenant: £ \_\_\_\_\_

Do you intend to take a deposit from your sub-tenant? YES / NO

If yes, how much are you charging your sub-tenant? £ \_\_\_\_\_

What is the reason for sub-let?

.....  
.....  
.....  
.....

What will your new address & telephone number be for contact purposes?

.....  
.....

**ABOUT THE SUB-TENANT**

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

**HOUSEHOLD DETAILS OF SUB-TENANT**

Name	Date of Birth	National Insurance No.	Sex M/F	Relationship to Sub-Tenant
	/ /			Sub-tenant
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			

Details of any pets: - .....

Does the sub-tenant have his/her name on Waverley Housing's or any other housing provider's waiting list? YES / NO

Has the sub-tenant ever held a tenancy before? YES / NO  
If yes, please provide details of address, dates of tenancy and landlord details

Property Address	Dates of Tenancy	Landlord details
	From : To:	
	From : To:	
	From : To:	
	From : To:	

Please supply two references regarding the person to whom you wish to sub-let your house. Referees should not be a relative of this person. If the person has previously held a tenancy, a landlord's reference would be preferable.

### ***GUIDANCE NOTES FOR TENANT AND SUB-TENANT(S)***

- A sub-tenancy is an arrangement between the tenant of Waverley Housing and another person, which allows the other person to occupy their house for a limited period of time, while the tenant is away (e.g. where the tenant is going abroad on an extended holiday or a contract of work for a fixed period of time).
- Under the Housing (Scotland) Act 2001, the tenant may apply to their landlord for permission to sub-let their house. Tenants must not, however, sub-let their house without the prior written permission of their Landlord, Waverley Housing.
- Under the terms and conditions of Waverley Housing's Tenancy Agreement, you the tenant, will require to adhere to the full responsibilities and rights set out in the Tenancy Agreement. Failure to do so may result in Waverley Housing taking action to recover possession of the property.
- Sub-tenancies will normally be granted for a period of 6 months. Tenants may, however, apply for an extension period, to a maximum period of 12 months.
- Tenants must have an Occupancy Agreement with their sub-tenant, a copy of which should be provided to Waverley Housing. The tenant has no legal right of repossession other than the Occupancy Agreement between the tenant and sub-tenant. Tenants must therefore ensure that termination is covered within any Occupancy Agreement.
- Failure by the tenant to resume occupancy of the house at the end of the sub-tenancy will be a breach of the Tenancy Agreement and will result in the tenancy being terminated.
- If the tenant returns before the end of the sub-tenancy, Waverley Housing cannot legally become involved if there is a dispute. Waverley Housing will, however, endeavour to arbitrate the matter within the legal boundaries imposed on a landlord.
- Waverley Housing will not re-house the sub-tenant at the end of their sub-tenancy, unless the sub-tenant is on Waverley Housing's waiting list for accommodation and is offered this in accordance with the Allocations Policy.
- It is the responsibility of the tenant to advise the local authority of any changes in circumstances which affect any housing benefit he/she receives. Likewise the sub-tenant must themselves apply to the local authority for housing benefit where applicable. Waverley Housing staff are happy to give advice on such matters.

**TENANT DECLARATION**

I/We have read the guidance notes for tenants and sub-tenants and declare that the information given on this form is correct. I/We also understand that to give false information or to withhold information at any time may result in sub-tenancy approval being cancelled and/or the tenancy being terminated.

Tenant signature .....

Joint Tenant signature .....

Date .....

**SUB-TENANT DECLARATION**

I/We have read the guidance notes for tenants and sub-tenants and declare that the information given on this form is correct. I/We also understand that to give false information or to withhold information at any time may result in sub-tenancy approval being cancelled and/or the tenancy being terminated. I/We also agree to Waverley Housing seeking details about suitability to be a sub-tenant.

Sub-tenant signature .....

Date .....