

Permission to take in a sub-tenant



1. Tenant's details

Name	
Address	
Postcode	

2. Property details

Property type	
Number of bedrooms	
Number of bedrooms currently not in use	
Is the property sheltered accommodation	
Do any restrictions apply – eg no pets, age restrictions	

3. Household details – who currently lives in the property

Name	Date of birth	Relationship to tenant

4. Details of the proposed sub-tenant

Name		
Date of birth		
Relationship to tenant		

5. Details of the arrangement

How many rooms will the sub-tenant occupy?	
How long will the sub-tenant arrangement last?	
How much will the rent be?	
Is there a written agreement in place? If so, please provide a copy.	
Is the tenant aware of the financial implications – e.g. Council Tax, Housing Benefit, Universal Credit etc.	

6. Any other information / details

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		Date
Tenant's signature		
Tenant's signature		
Housing office signature		