

### Note to secure tenants

**Lodgers**

You don't need our permission to take in lodgers. Simply tell us by completing sections A to F of this form. However, if you do take in a lodger you must not overcrowd your home. If you do, we can apply to court for possession of your home. Lodgers may also affect any Housing Benefit you have or may apply for.

**Subletting**

You must get written permission before subletting any part of your home. We will not refuse permission without good reason and if we do give permission we will not add any conditions to our agreement. You can apply for permission by completing sections A to F of this form.

If you are not sure about the difference between a lodger and subtenant please contact your housing office for more advice.

### Note to introductory tenants

**Lodgers**

You need our written permission to take in lodgers. Complete sections A to F of this form and we will provide you with a written response to your request. If you do take in a lodger without our permission or overcrowd your home, we can apply to court for possession of the property. Lodgers may also affect any Housing Benefit you have or may apply for.

**Subletting**

You do not have the right to sublet your home.

If you are not sure about the difference between a lodger and subtenant please contact your housing office for more advice.

**A. Name and address details**

Tenant's full name			
Address			Postcode
Type of property occupied (house/flat/bungalow)			
Please specify the number and type of rooms			

**B. Who else lives with you at the moment?**

Surname	First name	Age	Relationship to tenant

<b>C. Who do you want to become your lodger/subtenant?</b>				
Proposed lodger/subtenant (delete as necessary)				
Surname	First name	Age	Relationship to tenant	Current address

  

Who else lives with them (if no-one leave blank)?				
Surname	First name	Age	Relationship to lodger/subtenant	Current address

<b>D. Rooms to be used by proposed lodger/subtenant</b>	
Rooms to be used <b>only</b> by lodger/subtenant and family	
Rooms to be <b>shared</b> with you and your family	

<b>E. Housing Benefit</b>
I am/am not (delete as necessary) in receipt of Housing Benefit

<b>F. Tenant's declaration</b>			
If you are simply taking in a <b>lodger</b> please sign here			
Tenant's signature		Date	
If however you intend to <b>sublet</b> part of your home please read the declaration and sign below			
I declare that the information I have given is correct. I clearly understand that completing this form does not mean that I have been given permission. I also understand that the proposed subletting must not take place without Gateshead Council's written consent.			
Tenant's signature		Date	

<b>Office use only</b>	Date	Officer
Housing manager authorised		
Housing manager refused		
Acceptance letter sent		
Refusal letter sent		
Northgate updated		
CS Revenues e-mailed		

If you have any further queries, please contact Gateshead Council on Tel: 0191 433 5353.

Gateshead Council, Civic Centre, Regent Street, Gateshead, NE8 1JN.

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