

Lodgers and Subletting process flowchart

LODGERS

SUBLETTING

Once the application/notification form has been completed. NSA is to (within one working day)

Update the monitoring spreadsheet located on: R drive – monitoring – office monitoring – lodgers and subletting (update this sheet throughout process) and pass to the housing manager to make a decision

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NSA to (within one working day of HM decision)

Send out the Acceptance Letter

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Send out the Refusal Letter

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Send out Refusal Letter

The HMA to (within one working day)

- Place application form and acceptance/refusal letter onto DMS
- Update Household details on Northgate with new lodger – (where approved)
- Email Revenues and Benefits on benefitenquiries@gateshead.gov.uk with a copy of the notification form (where approved)

INFORMATION

If a tenant who has a lodger or subtenant terminates their tenancy, they must give vacant possession back to the landlord. If the tenant fails to do this, refer to legal services.