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| **CSM Case No.:** |  | **TM05A** |

 **FALKIRK COUNCIL Issue 2**

 **Transformation, Communities & Corporate Services 14/11/23**

**APPLICATION TO SUB LET**

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| TENANT DETAILS |

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| FULL NAME (S) OF PRESENT TENANT | ADDRESS OF PROPERTY |
|  |  |
| **TELEPHONE No.** | **POST CODE** |
|  |  |
| **HOUSE SIZE AND TYPE** | **WHAT IS YOUR FORWARDING ADDRESS** **AND TELEPHONE No.** |
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| **HOW LONG DO YOU PROPOSE TO SUB-LET THE HOUSE?** |  |
| **WHEN WILL THE SUB-LET START?** |  |
| **HOW MUCH DO YOU INTEND TO CHARGE THE SUB-TENANT? (WEEKLY)** |  |
| **DO YOU INTEND TO LEAVE THE HOUSE FURNISHED?** |  |

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| **WHY DO YOU WISH TO SUB-LET YOUR HOUSE? (Please give as much detail as possible)** |
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| SUB-TENANT APPLICANT DETAILS |

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| --- | --- |
| SURNAME | CURRENT ADDRESS |
|  |  |
| **OTHER NAMES** | **TELEPHONE No.** |
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| DETAILS OF PEOPLE WHO WILL BE RESIDING IN PROPERTY |

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| --- | --- | --- | --- |
| Name | Date of Birth | Sex | Relationship to Applicant |
|  |  |  | **(Applicant)** |
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| DETAILS OF APPLICANTS PREVIOUS ADDRESSES (FOR LAST FIVE YEARS) |

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| --- | --- | --- | --- |
| Address | From | To | Reason for Leaving |
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| DETAILS OF APPLICANTS PETS |
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| **IS THE APPLICANT ON THE COUNCILS HOUSING LIST** |

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| **YES:** |  | **NO:** |  | **APPLICATION No.:** |  |

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| GUIDANCE NOTES |
| 1. A sub-tenancy is an arrangement between the tenant of a council house and another person, which allows the other person:

(a) to occupy their house or a part of it for a period of time, e.g. Where the tenant is going abroad on an extended holiday. OR(b) a contract of work for a fixed period of time.1. Tenants must **NOT** sub-let their houses without the written permission of Falkirk Council.
2. Throughout the sub-tenancy, the tenant remains the legal tenant of the house and is responsible for the way the tenancy is conducted. At any time throughout the sub-tenancy, the Council may raise a court action for recovery of possession of the house, if any of the tenancy conditions are broken.
3. Sub tenants are not Scottish Secure Tenants and must vacate the house at the end of the sub-tenancy and find their own accommodation.
4. Any damage caused to the house will be the responsibility of the tenant.
5. Failure to resume occupancy of the house at the end of the sub-tenancy will result in legal action being initiated.
6. You should be aware that sub-letting your property may affect your rights and entitlements to buy your council house.  If buying your council house is something that you are considering or may wish to consider in the future, you should seek further advice before proceeding with this application.
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| DECLARATION |
| **I / We** have read the guidance notes above and declare that the information given on this form is correct.**I / We** understand that to give false information or withhold information at any time may result in the sub-tenancy approval being cancelled and/or legal action initiated to terminate the tenancy. **I / We** authorise Falkirk Council to make relevant enquiries within the Council and external agencies to confirm the details I have given or to request information regarding my application to sub-let. |

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| **Signature of present tenant(s):** |  | **Date:** |  |
| **Signature of present tenant(s):** |  | **Date:** |  |
| **Signature of applicant(s):** |  | **Date:** |  |
| **Signature of applicant(s):** |  | **Date:** |  |

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| PLEASE RETURN FORM TO: |

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| Via Email: | housingservices@falkirk.gov.uk |
| Or Post: | Income & Customer Relations Team, Suite 5, The Forum, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR. |

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| FOR OFFICE USE ONLY |
| **HOUSING OFFICER COMMENTS/RECOMMENDATIONS** |
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| --- | --- | --- | --- |
| **Signature of Housing Officer:** |  | **Date:** |  |
| **Signature of Area Housing Officer:** |  | **Date:** |  |

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| **APPROVED** | **/** | **REFUSED** |