

# Taking in a Lodger

Please use this form to give as much information as possible. As a responsible landlord we want to give you information to help you to make an informed decision about the consequences of taking in a lodger.

Although you do not need formal consent from Partners to take in a lodger, Section 5 of your Conditions of Tenancy states that if you intend to take in a lodger you must provide certain details to us. This ensures that:

* we have up to date records of residents living in our properties
* that taking in a lodger does not lead to the statutory overcrowding of your home and;
* that the intention by the council to undertake works on your home does not affect the accommodation used by the lodger.

If you take in a lodger, please be aware that:

* You are responsible for the conduct of the lodger as set out in your Conditions of Tenancy.
* **You must ensure that your property does not become overcrowded**
* You must notify the Housing Benefits and Council Tax departments if you receive benefits
* If you are registered on the transfer list your lodger will not be included as a member of your household
* When the tenancy is terminated, you are responsible for ensuring the lodger vacates the property; neither Partners or Islington Council will be responsible for finding alternative accommodation for the lodger.
* Parthers will take action against tenants who are in breach of their Conditions of Tenancy.

**Your details**

|  |  |  |
| --- | --- | --- |
| Tenant(s) name: |  | |
| Address: |  | |
| Home Phone no: |  | |
| Mobile Phone no: |  | |
| Current property details | Number of bedrooms you have? |  |

**Details of who lives with you now**

|  |  |  |
| --- | --- | --- |
| Full Name | Age | Relationship to you |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Details of the lodger**

|  |  |
| --- | --- |
| Their full name |  |
| Their date of birth and gender | **DOB**: **Gender**: M / F |
| Relationship to you |  |

|  |  |
| --- | --- |
| Please tell us about the meals, services and amenities you will provide to the lodger  (e.g. breakfast/laundry/bedding etc.) |  |
| How much do you intend to charge each week for rent and other services? |  |

**To be completed by Partners staff only and used with reference to the Taking in a Lodger procedure.**

|  |  |
| --- | --- |
| Date form received |  |
| Reply required by |  |
| Date of response |  |
| Tenancy reference number |  |

1. Tenancy type …………………………………………………………….....................................

2. Is the arrangement going to result in statutory overcrowding? If yes, inform the tenant.

3. Are there any works proposed that would affect the accommodation to be used by the proposed

lodger? If yes, specify what these are and inform the tenant.

4. If the tenant is in receipt of benefits, has the tenant been advised to inform housing benefit of the change to his/her circumstances Yes / No

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| Tenancy Officer |  |  |  |
| Team Leader |  |  |  |
| Housing benefits informed | Y / N / N/A |
| iWorld updated | Date: |

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