

Please give details of your prospective lodger's last three addresses			
Address	From	To	Name and Address of Landlord or did they own the property?
1			
2			
3			

Has your lodger applicant ever held a tenancy of a Council, Scottish Homes, Housing Co-op, Hillcrest or any other Housing Association house? If YES, please give details (if not listed above)			
Address	From	To	Name and Address of Landlord

What are the proposed start and finish dates for this Agreement?	Start date:
	Finish date:

What rent is proposed to be charged to the lodger?	£	per week / month
What other proposed payments are to be made (if any)?	£	per week / month
Will the proposed lodger be entitled to Housing Benefit?	YES / NO	

What is the reason for this proposed lodger arrangement?	

Has any person on this application been the subject of an anti-social behaviour order (ASBO) or under S19 of the Crime and Disorder Act 1998, on or after 30/9/02?	YES / NO
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If yes, which person was this?

Is anyone on this form Registered under the Sexual Offences Act (2003).	YES / NO
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If yes, which person is this?

NOTE: Any false or misleading information supplied by you verbally or in writing, may result in the suspension of your application in accordance with our Suspension Policy. After the property has been let, if information is proved to be false or relevant information has been deliberately omitted, you will be liable to legal proceedings.

WHAT WE DO WITH YOUR PERSONAL DATA:

Under current Data Protection legislation, the information you provide will be used for the purpose of checking and assessing your Taking in a Lodger request and is necessary to support your allocation of a tenancy at the property identified on this application.

In making enquiries in connection with this Taking in a Lodger application, your information may also be shared with other agencies such as current/former landlord; Department for Work and Pensions; doctor or health visitor.

Further general information about how Hillcrest processes your personal data can be found on the Hillcrest's website www.hillcrest.org.uk under the link "How we use your personal information", which can be found on our home page. If you do not have internet access, a hard copy is available on request.

DECLARATION: I DECLARE THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS.

PLEASE NOTE WE CANNOT PROCESS YOUR APPLICATION UNLESS YOU HAVE SIGNED THIS SECTION

Signature of applicant Date

Name (Block Capitals).....

Signature of joint applicant..... Date

Name (Block Capitals).....

FOR OFFICIAL USE ONLY

Tenant Ref. No.:

Current monthly rent: £

Property size:

Current Rent Balance:

Approved / Refused:

Signature:

Date:

Comments:

TAKING IN A LODGER

Please read these questions and answers carefully before completing this form. If you have any other questions, please contact us.

You may not take in a lodger if this will make your home overcrowded.

Q. WHAT IS A LODGER?

- A lodger is someone who shares your home, who is normally not a member of your family and who gives you a payment for the room(s) they occupy.

Q. WHAT MUST I DO BEFORE I CAN TAKE IN A LODGER?

- You must complete this application form, answering all relevant questions.
- If you are married or co-habiting, or are a joint tenant, we will also need the written consent of your spouse or partner or joint tenant.
- You must not take in a lodger before we have given you our permission in writing.

Q. HOW LONG CAN I TAKE IN A LODGER FOR?

- You can take in a lodger for up to six months in the first instance. At the end of 6 months you can apply for permission to have the lodger stay for another 6 months.

Q. CAN I TAKE IN MORE THAN 1 LODGER?

- You may be allowed to take in more than 1 lodger, but only if this does not make your home overcrowded.

Q. HOW MUCH RENT CAN I CHARGE?

- You can only charge up to the amount of the current rent for your property. Any additional charge you may wish to make as a contribution towards the costs of Council Tax, furniture or insurance is a matter between you and your lodger.

Q. DO I TAKE ON EXTRA RESPONSIBILITIES IF I TAKE IN A LODGER?

- Yes, you become responsible for your lodger's behaviour, in the same way that you are responsible for the behaviour of anyone staying with you. For example, you are responsible for dealing with any complaints about your lodger.
- If you don't deal satisfactorily with any complaints, your own tenancy will be at risk.

Q. HOW WILL MY APPLICATION BE ASSESSED?

- Your application will be assessed on the basis of the information you supply. If your circumstances change, you must let us know immediately. We undertake to give you a written reply within 14 days of receiving your application. If we do not reply within 1 month, it will be taken that we have agreed to your request.

Q. WILL YOU GIVE MY LODGER A HOUSE?

- No. We have no responsibility to re-house your lodger at the end of their stay with you, but your lodger can apply to us for housing at any time and the application will be assessed in the same way as others.

**PLEASE SEND YOUR COMPLETED APPLICATION FORM
TO ANY OF OUR LOCAL OFFICES**

DUNDEE : FREEPOST RTXY-LXBJ-TGKR

4 South Ward Road, Dundee, DD1 1PN
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

ARBROATH : FREEPOST RRSR-CLHZ-EAHZ

1 North Grimsby, Arbroath, DD11 1NU
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

PERTH (COVERING FIFE): FREEPOST RRSR-CKYB-BLRK

55 Huntingtower Road, Perth, PH1 2LH
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

EDINBURGH: FREEPOST RRSR-CGKR-GZGA

160 Dundee Street, Edinburgh, EH11 1DQ
Monday - Thursday 9.00am-5.00pm. Friday 9.00am-1.00pm

Customer Contact: **0300 123 2640**

E: **customerservice@hillcrest.org.uk**

www.hillcresthomes.org.uk

