

# Application to Take in a Lodger

Name \_\_\_\_\_

Address

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_

**PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS**

Do you require any of the following options to aid you with your application?

Large Print Text

Language Interpreting Service

Braille Text



Reference No.:

Date Returned:

**1. Please give details of all persons (including partner) presently occupying the accommodation:**

| Full Name | Relationship to main applicant(s) | Age | Date of Birth |
|-----------|-----------------------------------|-----|---------------|
|           | Tenant                            |     |               |
|           | Joint Tenant (if applicable)      |     |               |
|           |                                   |     |               |
|           |                                   |     |               |
|           |                                   |     |               |
|           |                                   |     |               |
|           |                                   |     |               |
|           |                                   |     |               |

**2. Proposed arrangements**

**Name of Person(s) in the household with whom the business arrangement is proposed:**

| Full Name | Male/<br>Female | Relationship to Tenant | Current Address | Age | Date of Birth |
|-----------|-----------------|------------------------|-----------------|-----|---------------|
|           |                 |                        |                 |     |               |
|           |                 |                        |                 |     |               |
|           |                 |                        |                 |     |               |

**Name of any other person(s) who will additionally occupy the house as a result of the proposed arrangement:**

| Full Name | Male/<br>Female | Relationship to Tenant | Current Address | Age | Date of Birth |
|-----------|-----------------|------------------------|-----------------|-----|---------------|
|           |                 |                        |                 |     |               |
|           |                 |                        |                 |     |               |
|           |                 |                        |                 |     |               |

**Please give details of your prospective lodger's last address:**

| Address | From | To | Name and Address of Landlord or did he/she own the property |
|---------|------|----|---|
|         |      |    |   |

**Reason for prospective lodger leaving last address:**

**What are the proposed start and finish dates for this Agreement?**

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

**What rent will you charge 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 arrangement?**

**Has anyone included on this application been evicted for anti-social behaviour within the last 3 years?** Yes  No

**If Yes, please provide details:**

Name of Person Evicted \_\_\_\_\_

Evicting Landlord \_\_\_\_\_

**Has any person covered by this application been the subject of an Anti-Social Behaviour Order (ASBO) under Section 19 of the Crime and Disorder Act 1998, on or after 30th September 2002?** Yes  No

**If YES please provide details:**

Name of person subject to ASBO \_\_\_\_\_

**Are you, or any person noted on this application form required to register with police under the Sex Offenders Act 1997** Yes  No

**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 Angus Housing Association processes your personal data can be found on the Associations website [www.angusha.com](http://www.angusha.com) 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.**

Name (Block Capitals) \_\_\_\_\_

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

Name Joint Tenant (Block Capitals) \_\_\_\_\_

Signature of Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_

**Please read the questions and answers carefully before completing this form. If you have any other questions, please contact your Housing Officer.**

**YOU MAY NOT TAKE IN A LODGER IF THIS WILL MAKE YOUR HOME OVERCROWDED.**

**Q. What is a lodger?**

- A. • 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?**

- A. • 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?**

- A. • 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?**

- A. • 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?**

- A. • 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?**

- A. • 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 could be at risk.

**Q. How will my application be assessed?**

- A. • 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 15 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?**

- A. • 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 can be assessed in the same way as all others.

## Once completed please send your form to:

### Arbroath Office:

Angus Housing Association Ltd  
93 High Street  
Arbroath  
DD11 1DP

### Dundee Office:

Angus Housing Association Ltd  
Ormiston Crescent  
Whitfield, Dundee  
DD4 0UD

## YOUR PERSONAL INFORMATION (TENANT)

We, Angus HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Full Statement available on our website

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at [angusdpo@infolawsolutions.co.uk](mailto:angusdpo@infolawsolutions.co.uk) or writing to: The Data Protection Officer, Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP.

You can contact us by: e-mail at [admin@aha.org.uk](mailto:admin@aha.org.uk); telephone on 0345 177 22 44; or writing to: Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP

## OFFICIAL USE ONLY

Approved \_\_\_\_\_ (Housing Officer) Date \_\_\_\_\_

Approved \_\_\_\_\_ (Housing Manager) Date \_\_\_\_\_

### Angus Housing Association Limited

93 High Street, Arbroath  
Angus DD11 1DP

The Square, Ormiston Crescent  
Dundee DD4 0UD

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