

Dear Resident

RE: Consent to Sublet

Thank you for your inquiry about subletting your home.

As a shared owner you don't have an automatic right to sublet your property, but we understand that there are occasions where you may need to temporarily move away for good reasons, and may want to sublet your home whilst you do so. We can provide consent for a set period of time in exceptional circumstances, which would be supported by a Licence to Sublet.

If you wish to apply for a Licence to Sublet you'll need to make an application to us in writing to homeownership@housingsolutions.co.uk, and you should include the following information to allow us to make an informed decision:

- ✓ The reasons that you need to sublet (e.g. temporary relocation for work or to look after a sick relative)
- ✓ The proposed duration of the agreement you are seeking
- ✓ Details about how you intend to manage the property (e.g. directly, or via a local lettings agent)
- ✓ Your alternative correspondence address for the service of notices – whilst we can arrange for email to be your preferred communication method, some correspondence must go via letter
- ✓ A copy of your proposed tenancy agreement, and the emergency contact details for your proposed tenant
- ✓ Consent to sublet from your mortgage lender
- ✓ A declaration that you are aware of your additional legal obligations as a landlord, and that you understand you are potentially liable for the actions of your sub-tenants

Please note that we'll only approve subletting applications where you intend to sublet the property as a single family home – short-term holiday lets or Houses of Multiple Occupation will not be permitted under any circumstances.

As part of your application for a Licence to Sublet you'll need to pay an Administration Fee to cover our administration costs in processing your application, and we may need to pass on additional legal fees for arranging your Licence to Sublet; if we do, we'll tell you in advance what costs you are likely to incur.

Once we've reviewed your application we'll be able to tell you if we can approve it and provide a Licence to Sublet, and if there are any additional conditions you will need to meet before any tenancy will be permitted to start.

Your responsibilities as a landlord

You must take steps to fully understand your responsibilities as a landlord to your sub-tenants; you can find helpful information on the government website, but this will include gas safety inspections (if you have a gas supply) and electrical inspections. You will also be responsible for enforcing any breaches of the lease committed by your sub-tenants, and if you don't take appropriate action we may have to take legal action against you as our Leaseholder.

Please note that if your property is a flat you must tell us if your tenants change; under the Fire Safety (England) Regulations we are obliged to provide residents with certain fire safety information when they first move in and again on an annual basis.

Renewing your Consent to Sublet

Your Licence to Sublet will be time-limited based on the information that you provide us as part of your application. We may allow you to extend this if you need to on two occasions, but it's important to remember that shared ownership schemes are designed to support people to buy a share of a home where they could otherwise not afford to buy on the open market.

If you have any further questions about subletting please do not hesitate to contact a member of the Home Ownership Team.

Yours sincerely

Antony Matthews

Home Ownership Manager

homeownership@housingsolutions.co.uk