

# Application to sub-let a property

➤ You told us that you would like to sub-let your property. You must not arrange this until you have received written consent from us and agreements have been signed. Please complete this form with as much information as possible.

Completing this form does not guarantee that you will be given permission. **We will provide this form on request at no cost, translated, in large print, in Braille, on tape or in another non-written format.**

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## Section 1 Your details

Applicant	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx
Name	
Pronouns	
Sex (biological)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex <input type="checkbox"/> Prefer not to say
Date of birth (dd/mm/yyyy)	
National Insurance no.	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	

## Section 2

### Current details

When did the tenancy begin? (dd/mm/yyyy)	
How many bedrooms are in the house	
What type of house is it? (e.g. multi-storey, tenement etc)	

### Please provide details of your current household, confirming they will be moving with you.

Name of person	Relationship to you	Sex (biological)	Date of birth (dd/mm/yyyy)	Will they be moving with you?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 3**  
**Sub-let details**

Why do you want to sub-let your tenancy?

**Who do you want to sub-let to? (You should provide proof of identity for each person listed)**

Name of person	Relationship to you	Sex (biological)	Date of birth (dd/mm/yyyy)	National Insurance No. (if over 16)

Are any of the people who are going to be living in the property on the Sex Offender Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Is everyone on the application a UK National?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered 'No', what is your country of origin?

We welcome applications for housing from individuals looking to live, work or study in the UK. Applications will be checked to make sure that everyone detailed is:

- not subject to immigration control
- has entitlement to a tenancy

**Non UK National will be required to provide supporting documentation confirming their right to reside in the UK.**

**Section 3 (Continued)**  
**Sub-let details**

**Where did the person (or people) that you want to sub-let your home to live before?  
Please give details of previous addresses for the last three years**

Address	Were they a tenant, owner, lodger or other (please state)	Reason for leaving	Start date (dd/mm/yyyy)	Leaving date (dd/mm/yyyy)

**Section 4**  
**Person details**

Have any of the people listed in <b>Section 3</b> ever held a tenancy with any Wheatley Group landlords?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is yes, please provide details	

Are you moving out of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what date are you moving out? (dd/mm/yyyy)	
When do you plan to return? (dd/mm/yyyy)	
Where are you moving to (please provide address)	
Postcode	
Telephone number	
How long will the sub-let last for?	

**We will only give you permission to initially sub-let your home for six months. We will review your application at that time. We may give your permission to sub-let for an additional six months but only in exceptional circumstances. You will not be given permission for a sub-let that exceeds 12 months.**

Are you charging the sub-tenant a deposit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how much is the deposit? £ .....	
How much rent will you charge the sub-tenant? (please tell us the weekly rent charge) £ .....	

**PLEASE NOTE: Your sub-let tenant is entitled to a rent book or equivalent**

Do you have a lease or tenancy agreement you intend to use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**PLEASE NOTE: The Scottish Housing Regulator requires us to make sure that anyone living in our houses has the best possible tenure in the given circumstances. If we give permission to sub-let one of our houses, we must make sure the occupants are not being given unfair tenancy conditions.**

**Section 4 (Continued)**  
**Person details**

Has any of the people listed in <b>Section 3</b> had a Notice seeking Possession granted against them in the last three years	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

Has any of the people listed in <b>Section 3</b> had an order for recovery of possession granted against them for reason of anti-social behaviour in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

Has any of the people listed in <b>Section 3</b> subject to an anti-social behaviour order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

## Section 5 Declaration

“Wheatley Group is registered under the Data Protection Act 1998. Wheatley Group is under an obligation to properly manage public funds. Accordingly information that you have provided on this form may be used to prevent and detect fraud and may also be shared for the same purpose with public bodies and other organisations which handle public funds”.

**If you become a Wheatley Group tenant, your tenancy agreement requires you to pay your rent charge from day one when you get your keys. If you receive, or are entitled to receive, housing benefit this will be taken into account. If you are on Housing Benefit/ Universal Credit and your home is considered to have more bedrooms than you need under the UK Governments’ guidelines, you will be required to pay a proportion of your rent yourself. Your tenancy will be at risk if you do not keep up with your rent payments.**

### Consent

I hereby confirm that the information given in this form is correct and that any false or misleading information or withholding of relevant information now and at any time may result in the tenancy granted to me being terminated. I agree that Wheatley Group can make any enquiries necessary to confirm the details provided.

I/We understand that I/we will receive a written reply to this application within one month of receipt of this form, and that the change of tenancy cannot go ahead until Wheatley Group has given me written consent.

Tenant		Applicant	
Signature		Signature	
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	

Declaration under The Matrimonial Homes (Family Protection) (Scotland) Act 1981. To be completed by the existing tenant(s) spouse or partner if they are not Joint Tenant(s).

I, the under named, am fully aware of all the details of the application to sub-let the tenancy of

(Enter name of current tenant) –

and give my consent to it. I confirm that the details given are true and accurate.

Signature	
Date (dd/mm/yyyy)	

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## Would you like more information?



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Scotland's largest social landlord, with almost 43,000 affordable homes in Glasgow.

Call us on **0800 479 7979**.

You can email us at **talk@wheatleyhomes-glasgow.com** or you can visit online at **www.wheatleyhomes-glasgow.com**



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With more than 10,200 homes across Dumfries and Galloway.

Call us on **0800 011 3447**.

You can email us at **talk@wheatleyhomes-south.com** or you can visit online at **www.wheatleyhomes-south.com**



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With more than 6400 affordable homes in Edinburgh, the Lothians and Fife.

Call us on **0800 561 0088**.

You can email us at **talk@wheatleyhomes-east.com** or you can visit online at **www.wheatleyhomes-east.com**



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With more than 2500 affordable homes in the central belt.

Call us on **0800 952 9292**.

You can email us at **talk@lorettoha.co.uk** or you can visit online at **www.lorettoha.co.uk**



## Would you like more information?

### English

We can produce information on request in other formats, including large print, Braille and audio.

It is also available in other languages. If you need information in any of these formats, you can request this by:

- Calling our Customer First Centre on 0800 479 7979
- Emailing [info@wheatley-group.com](mailto:info@wheatley-group.com)
- Webchat through your online account
- Contacting your Housing Officer.

### Portugese

Mediante solicitação, podemos produzir informações noutros formatos, incluindo letras grandes, Braille e áudio.

Também estão disponíveis noutros idiomas. Se necessitar de informações em qualquer um destes formatos, pode solicitá-las do seguinte modo:

- Contactar o nosso Centro de Atendimento ao Cliente através do número 0800 479 7979
- Enviar um e-mail para: [info@wheatley-group.com](mailto:info@wheatley-group.com);
- Webchat através da sua conta online;
- Contactar o seu Responsável pela Habitação Officer.

### Polish

Na życzenie możemy przygotować informacje w innych formatach, w tym dużą czcionką, alfabetem Braille'a i audio.

Informacje dostępne są także w innych językach. Jeśli potrzebujesz informacji w którymkolwiek z tych formatów, możesz o to poprosić:

- Zadzwoń do naszego Centrum Obsługi Klienta pod numer 0800 479 7979
- E-mail: [info@wheatley-group.com](mailto:info@wheatley-group.com)
- Czat internetowy za pośrednictwem Twojego konta online;
- Skontaktuj się ze swoim urzędnikiem ds. mieszkaniowych.

### DARI

اگر درخواست کنید ما می توانیم در فورمت های دیگری معلومات را تولید کنیم، شمول پرینت کلان، بریل و فورمت صوتی.

معلومات به لسان های دیگر نیز قابل دستیابی است. اگر به معلومات در هر یک از این فورمت ها ضرورت دارید، می توانید از طریق ذیل درخواست کنید:

- با ما به نمبر تلفون مرکز اول مشتری ما Customer First Centre به تماس شوید 0800 479 7979
- ایمیل به [info@wheatley-group.com](mailto:info@wheatley-group.com) روان کنید
- ویب چت از طریق حساب آنلاین شما
- با مامور مسکن خود به تماس شوید

### URDU

ہم درخواست پر دیگر صورتوں میں معلومات مہیا کر سکتے ہیں، جس میں بڑے حروف، بریل اور آڈیو شامل ہیں۔

یہ دوسری زبانوں میں بھی دستیاب ہے۔ اگر آپ کو ان میں سے کسی صورت میں بھی معلومات درکار ہوں تو آپ درج ذیل کے ذریعے درخواست کر سکتے ہیں:

- ہمارے کسٹمر فرسٹ سینٹر کو 0800 479 7979 پر کال کر کے؛
- [info@wheatley-group.com](mailto:info@wheatley-group.com) پر ای میل کر کے؛
- آپ کے آن لائن اکاؤنٹ کے ذریعے ویب چیٹ کر کے؛
- اپنے ہاؤسنگ آفیسر سے رابطہ کر کے

### ARABIC

يمكننا إنتاج معلومات عند الطلب بتنسيقات أخرى، بما في ذلك الطباعة الكبيرة وبطريقة برايل والصوت.

وهو متوفر أيضًا بلغات أخرى. إذا كنت بحاجة إلى معلومات بأي من هذه التنسيقات، يمكنك طلب ذلك عن طريق:

- الاتصال بمركز خدمة العملاء أولاً على الرقم 08004797979؛
- إرسال بريد إلكتروني إلى [info@wheatley-group.com](mailto:info@wheatley-group.com)؛
- الردشة عبر الإنترنت من خلال حسابك على الإنترنت.
- الاتصال بمسؤول الإسكان الخاص بك

## Office use only

### Application details

Application reference	
Date received (dd/mm/yyyy)	
Date logged on iWorld (dd/mm/yyyy)	
Debt check carried out	

### Tenancy checks

Has a reverse block profile been carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date passed to Group Protection Liaison Manager (dd/mm/yyyy)	

### Response from Group Protection Liaison Manager

Are any of the people who are going to be living in the property on the Sex Offenders Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Decision (please tick)

<input type="checkbox"/> Permission awarded	
<input type="checkbox"/> Permission refused	
Date of decision (dd/mm/yyyy)	
Reason for refusal	

### Further information if required

Date requested (dd/mm/yyyy)	
Date received (dd/mm/yyyy)	

### Housing officer details

Name	
Signature	
Date (dd/mm/yyyy)	
Location	