

CUNNINGHAME HOUSING ASSOCIATION LIMITED



LODGER / LODGERS APPLICATION

IMPORTANT: Before completing this form please read the Association's Notes for Guidance.

NB: All sections must be completed – otherwise this could delay processing of your form.

1. TENANCY DETAILS

	TENANT	JOINT TENANT
Name:		
Address:		
Postcode:		
Tel No:		

2. RESIDENT DETAILS
(please include all persons normally living in the property)

	TENANT	JOINT TENANT
		Tenant
		Joint Tenant

3. PROPERTY DETAILS
Property Type: i.e. Flat, Maisonette, Semi-Detached etc

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Number of Bedrooms:

4. PROPOSED LODGER / LODGERS DETAILS

NAME	AGE	SEX	RELATIONSHIP TO TENANT

Please state reasons for having a lodger / lodgers

5. CHARGING DETAILS

Which room/s would the lodger/s have **sole** use of?

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Which room/s would the lodger/s have **shared** use of?

.....

Please state charge for board/lodging:

Please state other charges, if applicable:

Please give details of other charges:

.....

.....

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6. IMPORTANT

I have read the conditions under which I may be allowed to have a lodger/s in my house and wish to proceed with the application.

TENANTS SIGNATURE:	
JOINT TENANTS SIGNATURE:	
DATE:	

1.	DATE APPLICATION RECEIVED:	
2.	FURTHER INFORMATION REQUIRED:	YES / NO
3.	DATE INFORMATION REQUESTED:	
4.	DATE FULL INFORMATION RECEIVED:	
5.	DATE TENANT VISITED:	
6.	DATE PROPOSED LODGER/LODGERS VISITED:	
7.	APPLICATION APPROVED / REFUSED:	
8.	REASONS FOR REFUSAL:	
9.	AREA TEAM LEADER SIGNATURE:	
10.	DATE TENANT NOTIFIED:	
11.	DATE OF REVIEW:	