

# CUNNINGHAME HOUSING ASSOCIATION LIMITED



## SUB-LET 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.

**TENANCY DETAILS**

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

**PROPERTY DETAILS**

Property Type: i.e. Flat, Marionette, Semi-Detached etc

.....

Number of Bedrooms .....

**GENERAL DETAILS**

Why do you want to sub-let your house?

.....

.....

.....

How long will you be away?

From: ..... To: .....

Where can you be contacted while you are away?

Address: .....

Tel No: .....

Employers Name & Address: .....

..... Tel No: .....

**SUB TENANT DETAILS**

Name: .....

Present Address: .....

..... Tel No: .....

Other occupants (giving dates of birth, sex, relationship to sub-tenant).

NAME	AGE	SEX	RELATIONSHIP TO SUB-TENANT

Why do they wish to become a Sub-Tenant?

**CHARGING DETAILS**

Proposed Rental Charge: ..... per week

Other Charges: ..... per week

Deposit Charge: (returnable) .....

**IMPORTANT**

I have read the conditions under which I may be allowed to sub-let my house and wish to proceed with the application.

Tenants Signature: .....

Date: .....

Joint Tenants Signature: .....

Date: .....

Return form to the Association offices. A written reply will be received within 4 weeks of receiving all the necessary information in writing.

Do not make arrangements to proceed unless you receive consent in writing from the Association.

**FOR OFFICE USE ONLY**

1. Date Application Received .....
2. Further Information Required .....
3. Date Information Requested .....
4. Date full Information Received .....
5. Date proposed Sub-Tenant Visited .....
6. Application Approved/Refused .....
7. Reasons for refusal .....
8. Housing Managers Suite .....
9. Date Tenant Notified .....
10. Date of Review .....