

**Tenants Application request  
Part Sublet**

*To be completed by Hull City Council Tenant – Secure tenancy only  
TV2*

A Secure tenant must not sublet the whole of their tenancy. This form is for requesting permission to part sublet your tenancy. If a secure tenant parts with possession of his dwelling or sublets the whole of it to a subtenant(s) the tenancy ceases to be a secure tenancy and cannot become a secure tenancy even if the tenant moves back in.

**You must have written consent from Hull City Council before you can part sublet your tenancy. Do not part sublet your property without written agreement. Thank you.**

<b>Your details / Tenants Details</b>			
Tenant(s) Name		Tel. no	
Address		Post code	
Number of bedrooms		Number of bedrooms currently used?	

<b>Details of people who currently live with you.</b>			
Name	Date of Birth	Age	Relationship to you

Please be advised that we will be completing checks regarding anti social behaviour for all the people who will be moving in with you as a sub tenant.

We have therefore attached a separate **declaration** for completion and signing by the proposed sub tenant(s) and the people who will be moving with them. If this consent form is not returned or fully completed we will not be able to give consent to sublet part of your tenancy.

We will also check our databases to confirm that the proposed subtenant (s) and people moving with them is not our current tenant.

Name	Date of birth	Relationship to you	Any pets? If yes what is it?

How long will the sublet last for?		
Fixed term	3 months	
	6 months	
	1 year	
	other	
No length of time given		

How much rent will you charge the Sub Tenant? (Please insert the amount as per the arrangement to pay)	
weekly amount	£
monthly amount	£
4 weekly amount	£

Which rooms will the sub tenant have exclusive right of? (This is the rooms where you will not be able to enter)	
Rooms (i.e. bedroom)	How many?

<b>Do you have a lease/occupancy agreement that you intend to use?</b> (please provide a copy)	<b>yes</b>	<b>No</b>
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**Declaration (To be completed by the existing tenant/joint tenants.)**

I/we declare that the information I/we have given on this form is correct and complete. I/we agree to Hull City Council sharing details of my application with any relevant agency on a confidential basis. I/we agree that Hull City Council may obtain any relevant information about me/us from other relevant agencies. I/we understand that relevant agencies may include, but are not limited to, any police force, previous landlords, the Probation Service and other Council departments.

Hull City Council may also access the information for the prevention and detection of fraud. All personal information will be processed in accordance with the requirements of the Data Protection Act (1998).

I/we understand that Hull City Council will notify the housing benefit and Council Tax sections of any changes declared on this form. However, I/we are responsible for informing them of our change in circumstances.

I/we understand that we must have written consent from Hull City Council to part sublet the tenancy and live in the property and must not sublet the whole tenancy. To do this I/we would no longer have a secure tenancy.

I/we understand that we remain responsible for the sub tenant and the people who live with them including visitor's behaviour as per the Hull City Council tenancy agreement. I/we understand that written consent will not be received until all the relevant checks have been made including an inspection to the property and this could be subject to further investigation. The part sub let must not go ahead without this written consent.

**Tenants name** \_\_\_\_\_

**Tenants Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Tenants name** \_\_\_\_\_

**Tenants Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Tenants name** \_\_\_\_\_

**Tenants Signature** \_\_\_\_\_

**Date** \_\_\_\_\_