

**TV3 (secure tenancy only)
 Proposed part sub tenant form**

(To be completed by the proposed sub tenant.)

A Secure tenant must not sublet the whole of their tenancy. This form is for the **sub tenant** to put their details on and sign.

The form must be completed by your proposed Sub Tenant. Please supply proof of identification with this form.

Written agreement must be obtained by Hull City Council before you can be a part sub tenant.

Tenants Details					
Tenant(s) Name				Tel. no	
Address				Other contact details.	
Number of bedrooms you intend using?					
Please give details for all people who will move into the above address. Please enclose proof of identity of each person listed.					
Name	Date of birth	Relationship to you		Any pets? If yes what is it?	
Current and past addresses. (Please give details of your current and previous addresses over the past 5 years for everyone listed in section 2 above.					
Land lord Name	address	Date from	Date to	Reason for leaving	Was it a Council Tenancy

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Please be advised that we will be completing checks regarding anti social behaviour for all the people who will be moving into the above address.

Please sign the declaration at the end of this form. If this consent form is not returned or fully completed we will not be able to give consent.

We will also check our databases to confirm that you and the people moving with you are not a current tenant of Hull City Council.

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 the tenant must not whole or part sublet the tenancy and must live in the property. To do this the tenant would not have a secure tenancy.

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.

I/we agree to the necessary checks being made in order for consent to be given in writing.

Proposed sub tenant name _____

Proposed sub tenant Signature _____ **Date** _____

Proposed sub tenant name _____

Proposed sub tenant Signature _____ **Date** _____