

CSM Case No: \_\_\_\_\_

TM05A



**FALKIRK COUNCIL**  
*Corporate & Neighbourhood Services*  
**APPLICATION TO SUB-LET**

**TENANT'S DETAILS**

FULL NAME (S) OF PRESENT TENANT(S)		ADDRESS	
DAYTIME TEL NO		HOUSE SIZE	TYPE
HOW LONG DO YOU PROPOSE TO SUB-LET THE HOUSE?		WHAT IS YOUR FORWARDING ADDRESS?	
WHEN WILL THE SUB-LET START?		TEL NO:	
HOW MUCH DO YOU INTEND TO CHARGE THE SUB-TENANT? (Weekly)		DO YOU INTEND TO LEAVE THE HOUSE FURNISHED?	
WHY DO YOU WISH TO SUB-LET YOUR HOUSE? (Please give as much detail as possible)			

**SUB-TENANT APPLICANT DETAILS**

SURNAME		CURRENT ADDRESS	
OTHER NAMES		TELEPHONE NUMBER	

**DETAILS OF SUB-TENANT'S FAMILY**

NAME	DATE OF BIRTH	SEX	RELATIONSHIP TO APPLICANT
1.			APPLICANT
2.			
3.			
4.			
5.			
6.			

DETAILS OF ANY PETS	HAS THE SUB-TENANT APPLIED FOR A COUNCIL HOUSE? <b>YES/NO*</b> (If yes please give reference number if known) <i>*Delete as appropriate</i>
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**DETAILS OF PREVIOUS ADDRESSES (FOR LAST 5 YEARS)**

ADDRESS	FROM	TO	LANDLORD/ OWNER

## GUIDANCE NOTES

1. A sub-tenancy is an arrangement between the tenant of a council house and another person, which allows the other person
  - (a) to occupy their house or a part of it for a period of time, e.g. Where the tenant is going abroad on an extended holiday.
  - OR
  - (b) a contract of work for a fixed period of time.
2. Tenants must **NOT** sub-let their houses without the written permission of Corporate & Neighbourhood Services
3. Throughout the sub-tenancy, the tenant remains the legal tenant of the house and is responsible for the way the tenancy is conducted. At any time throughout the sub-tenancy, the Council may raise a court action for recovery of possession of the house, if any of the tenancy conditions are broken.
4. Sub tenants are not Scottish Secure Tenants and must vacate the house at the end of the sub-tenancy and find their own accommodation.
5. Any damage caused to the house will be the responsibility of the tenant.
6. Failure to resume occupancy of the house at the end of the sub-tenancy will result in legal action being initiated.
7. You should be aware that sub-letting your property may affect your rights and entitlements to buy your council house. If buying your council house is something that you are considering or may wish to consider in the future you should seek further advice before proceeding with this application.

## DECLARATION

I/We have read the guidance notes above and declare that the information given on this form is correct. I/We understand that to give false information, or withhold information at any time may result in the sub-tenancy approval being cancelled and/or legal action initiated to terminate the tenancy. I/We further authorise Falkirk Council to make any necessary enquiries with other Falkirk Council Services or external agencies in connection with this application.

Signature of present tenant(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

RENT ACCOUNT BALANCE

VISITED BY

DATE \_\_\_\_\_

HOUSE SIZE

NEIGHBOURHOOD OFFICERS  
RECOMMENDATION

CONDITION OF PROPERTY

## APPROVED / REFUSED

SIGNATURE OF SENIOR NEIGHBOURHOOD  
CO-ORDINATOR \_\_\_\_\_

DATE \_\_\_\_\_