

Resident Summary

Lodgers and renting out a room

Version: 02/2010

This resident summary gives you information if you are planning to take in a lodger or rent out a room of your home.

It applies to all rented and leasehold residents although different groups of residents have different rights and these are detailed in this summary.

What's the difference between taking in a lodger and renting out a room?

A lodger is someone who can stay at the property just because you say they can – it is an informal arrangement. They are different from family members you allow to stay, who are considered as guests.

Lodgers don't have the right to exclude you from their room and they don't have a legal agreement with you or a rent book. If you want them to leave, they have to go. This gives you complete control.

When you rent out a room you sublet it. Subletting is a formal arrangement, usually with some form of written agreement and it gives someone the sole right to use certain rooms and to share other facilities you agree on. You may have to give them a certain number of weeks' notice before they have to leave.

If you take in a lodger or rent out a room of your home and you are claiming housing benefit, you must inform the local authority of your change in circumstances as your housing benefit may be reduced. We may also have an obligation to tell them.

Can I take in a lodger?

If you are a secure tenant you don't have to ask our permission to take in a lodger but it is a

good idea to check with us that you won't be overcrowding your property.

For all other tenants, you will need our permission first before allowing a lodger to move in. When you contact us, we will want to know the full details of the person moving in. If you are a licensee you cannot take in a lodger.

Can I rent out a room of my home?

If you are a secure or assured tenant you can rent out a room of your home with our permission. We will only say no if we have good reason, for instance if you will be overcrowding your home. We will want to know the full details of the person moving in. If you are renting a room you may be subletting it and there may be a tenancy agreement between you and the person renting the room. This can provide some rights and you need to be clear on what rights you wish to give.

If you hold an assured short-term tenancy, including an intermediate tenancy or starter tenancy, or if you are a licensee then you cannot rent out a room in of your home.

What if I want to sub-let the whole of my home?

Tenants are not permitted to sub-let their entire home. If we discover that the whole of a property has been sublet we will take legal action to regain the property.

If you are a leaseholder or shared owner you should check the terms of your lease and you should always inform the Group of your intention to sublet.

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What do I need to do if I want to take in a lodger or let out a room?

If you wish to rent out a room or take in lodger you will need to let us know.

We will send you an application form where you can give us details of what you plan to do. We will then look at your application and either approve or reject your application.

Reasons for rejecting a request might be that overcrowding may be caused, that we think the whole of the property will be sublet or if we know that there are works planned to the property that that would affect the accommodation of the lodger or person renting a room. But we will not unreasonably refuse a request.

How much can I charge a lodger or someone renting a room?

It is up to you how much you wish to charge. However, we will ask you for details of how much you wish to charge when you apply and we will refuse any request where the amount you wish to charge is more than half of your rent.

What if I want to transfer or move house?

If we approve a request for a lodger to rent a room the people moving in will not be considered permanent members of your household.

If you move house or wish to be transferred the lodger or person renting a room would need to find somewhere else to live.

Family and partners

Anyone who lives with you as part of your own household is not a lodger. They stay with you as your guest.

If you are a leaseholder or shared owner, you do not need our permission if the members of your own household change, but please refer to the terms of your lease.

If you are a tenant you should notify us if there is any change to your household. This information is important to enable us to manage your tenancy effectively.

Refer to the 'You and your household' section of your residents' handbook for more general information about rights and responsibilities.

Owner of the version: PST

Date of next review: TBC

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Contact us

If you live anywhere in the UK except the Isle of Wight, phone us on **0300 303 1771**

If you live on the Isle of Wight, phone us on **0300 303 1772**

All residents

Service Centre opening hours
8am to 8pm, Monday to Friday

Email us at
servicecentre@shgroup.org.uk

Write to us at **Service Centre,**
Southern Housing Group,
PO Box 643, Horsham RH12 1XJ

Visit our website at
www.shgroup.org.uk

For help with translations, or if a large type, Braille or audio summary would be useful, please contact the Service Centre.

Arabic

لمساعدتك في الترجمة يرجى الاتصال بمركز الخدمة على هاتف 0300 303 1771.

Bengali

অনুবাদ সাহায্য পেতে হলে সার্ভিস সেন্টারে 0300 303 1682 নম্বরে ফোন করুন।

French

Si vous souhaitez recevoir de l'aide avec vos traductions, appelez le 0300 303 1771.

Somali

Wixii ah caawimo turjumaan ka soo wac Xarunta Adeegga telefoonka 0300 303 1771.

Spanish

Si necesita que le ayudemos con alguna traducción, llámenos al 0300 303 1771.

Turkish

Tercüme konusunda yardım için 0300 303 1683 'den Hizmet Merkezi'ni arayın.