



Application to take a lodger

If you want to apply to take in a lodger to your home, please fill in this form.

If you have a Scottish secure tenancy or a short Scottish secure tenancy you can take in a lodger to your home but only if you have our written permission. You must still live in your home.

Your details

Tenant name	
Address	
Postcode	
Phone number	
Mobile number	
Email address	
Date your tenancy started?	

Who lives with you?

Name	Date of birth	Relationship
Do you have a husband / wife / civil partner?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has your husband / wife / civil partner given their permission to take in a lodger?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you already a joint tenant?		<input type="checkbox"/> Yes <input type="checkbox"/> No

All joint tenants must agree and sign the application form

Please tell us why you want to take in a lodger

What date do you want the lodger to move in from?	
Will you charge the lodger a deposit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please tell us how much?	£
Are you providing any services to the lodger? (for example: cooking or cleaning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please tell us what services you will provide	
How much rent will you charge the lodger?	£
What is the period of payment?	<input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> four weekly <input type="checkbox"/> calendar month <input type="checkbox"/> other

Details of the proposed lodger(s)

Name	
Relationship to you	
Address	
Postcode	
Phone number	
Mobile number	
Email address	

Name	
Relationship to you	
Address	
Postcode	
Phone number	
Mobile number	
Email address	

Please tell us their address history for the past five years

Address	Postcode	Dates they lived there

Has the proposed lodger been evicted for antisocial behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed lodger have a clinical condition or disability that may require the property to be adapted?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, please give details

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Declaration and authority to seek information

I / we confirm that all the details I / we have given are to the best of my knowledge true and that I / we want to take in a lodger at the address above with the person detailed on page 2.

I / we agree that you can make any necessary enquiries in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This may include sharing information with other council departments and partners.

I / we authorise you to make any referrals necessary in connection with my / our application.

Tenant's signature	Date
Joint tenant's signature	Date
Spouse / civil partner's signature	Date

I confirm that all the details I have given are to the best of my knowledge true and that I want to become a lodger of the address above.

I agree that you can make any necessary enquiries in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This may include sharing information with other council departments and partners.

I authorise you to make any referrals necessary in connection with my/our application.

Proposed lodger's signature	Date
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Please return this form to:

**Housing & Property
Moray Council
PO BOX 6760
Elgin
IV30 9BX**



If returning by post please make sure a large letter stamp is used.

Buckie Access Point
13 Cluny Square
Buckie
AB56 1AJ

Forres Access Point
Auchernack
High Street
Forres
IV36 1DX

Elgin Access Point
Council Office
10 High Street
Elgin
IV30 1BY

Keith Access Point
The Resource Centre
26 Mid Street
Keith
AB55 5AH

0300 123 4566

housing@moray.gov.uk

