



Application to sublet your home

If you meet the following criteria and you want to sublet your home, please fill in this form.

Subletting is where you rent all or part of your home to someone else.

If you want to sublet your home, you must have:

- been the tenant for 12 months before you apply; or
- lived there as your only or main home for 12 months and the tenant must have told us that you were living there.

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 to you	Are they staying in the house during the sublet?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
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 sublet your home?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 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 sublet your tenancy

What date do you want to sublet your home from?	
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Do you want to sublet all or part of your home?	<input type="checkbox"/> All <input type="checkbox"/> Part
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If part, please tell us which part

If all, please tell us what your forwarding address will be

Address	
Postcode	

If all, please tell us when you will return to live in the property?	
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How long will the sublet last?	
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How much rent will you charge the subtenant?	
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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
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Will you charge a deposit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please tell us how much and why you are asking for a deposit.	Amount – £
	Reason

Details of the proposed subtenant

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

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Details of people who will be moving in with the subtenant

Name	Date of birth	Current address	Relationship to subtenant
Does the subtenant 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			

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 on a sublet my home at the address above to 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 the subtenant 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.

Subtenant'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

