

**Application form to have a lodger**

**Request for permission to rent out a spare room to a lodger in a Leicester City Council property** (return your completed form to your local Neighbourhood Housing Office).

**Tenant’s name(s)**...........................................................................................................................

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**Address**………………………………………………………………………………………………..........

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**How many bedrooms do you have?** ...........................

**Persons living at the address now:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Gender | D.O.B | Relationship to tenant |
|  |  |  |  |
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**How many lodgers are you asking for permission to have?** .......................................................

**What gender will they be?** ...............................................................................................................

I understand that if permission is given, it will be for a stated number of lodgers and that I will not exceed that number. I agree to notify Leicester City Council of the lodger(s) name(s), gender and date of birth within 2 weeks of their moving in. If lodgers change, I will notify the council accordingly.

I understand that this permission will lapse if, after 12 months, either (a) no lodgers have moved into my home or (b) I have not notified you of their details within the specified time.

I understand that I must continue living in the property if I have a lodger or I will be breaching my tenancy conditions and unlawfully sub-letting my property.

I understand that I must ensure that the property is vacant when possession is returned to Leicester City Council if I leave my tenancy.

I understand that the council take no responsibility for the suitability of the lodger(s) I select and I may find my tenancy at risk if my lodger causes a breach of my tenancy agreement.

**Signed ……………………………………………………..……...**

**Signed ……………………………………………………………..**

**Date ………………………………………………………..………**

# Tenants’ Advice Centre

You can find out about the Housing Management service by looking on the Leicester City Council website: [www.leicester.gov.uk](http://www.leicester.gov.uk)

To contact us please e-mail tenantsadvicecentre@leicester.gov.uk

**Telephone Automated Payment System**: You can make a payment by calling

**0116 454 1012.**This line is open 24 hours a day and 7 days a week.

**You will need your rent card and credit / debit card details when calling.**

For Sheltered Housing enquiries dial 0116 454 1008.

**Neighbourhood Housing Offices:**

|  |  |  |  |
| --- | --- | --- | --- |
| Beaumont Leys | 2/4 Home Farm Square | Rowlatts Hill | Balderstone Close |
| Braunstone | 24 Guthridge Crescent | Saffron | 499 Saffron Lane |
| Humberstone | 200 Uppingham Road | St Matthews | 24/38 Malabar Road |
| Mowmacre | Jersey Road | St Peters | 1/3 Hydra Walk |
| New Parks | 321 Aikman Avenue |  |  |

If you need help reading this publication or require it in a different format, please contact:
**0116 454 1007.**

This service is open Monday to Thursday **8am – 7pm**

Friday **8am – 4.30pm** and Saturday **9am – 12.30pm**

આ લખાણ વાંચવા માટે તમને જે મદદની જરૂર હોય અથવા જે એને બીજા રૂપમાં જોઇતું હોય તો મહેરબાની કરી ઉપરના નંબર ઉપર સંપર્ક કરો.



ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਪੜ੍ਹਣ ਵਿੱਚ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਜਾਂ ਇਹ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦਾ ਹੋਵੇ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਉਪਰ ਲਿਖੇ

এই দলিলটি পড়তে যদি আপনার সাহায্যের প্রয়োজন হয় অথবা এই দলিলটি আপনি অন্য আকারে বা বিন্ন্যাস পেতে চান তাহলে উপরের টেলিফোন নম্বরে যোগাযোগ করুন

Haddiiaad u baahan tahay in lagugu caawino buugyarahan akhrintiisa ama aad u baahan tahay isaga oo qaab kale ah, fadlanla sooxiriirlambarka kore.

**إذا كنت في حاجة إلى مساعدة لقراءة هذه الوثيقة أو إذا كنت في حاجة إليها في شكل مختلف يرجى الاتصال بالرقم الوارد أعلاه.**

**چنانچه برای خواندن این متن نیاز به کمک دارید و یا مایلید آنرا در فرمت دیگری در اختیار داشته باشد نطفا با شماره بالا**

Pomoc w zrozumieniu treści i formatu tego dokumentu, można uzyskać pod powyższym numerem.

Ak potrebujete pomoc pri čítanítohto dokumentu alebo je vyžadovaný v inom formáte, obráťte sa prosím na vyššie uvedené číslo

如果你阅读本文需要帮助或需要不同的文本,请与上面的电话号码联系。