

# Taking in a Lodger

Guidance on the application process





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### What is a lodger?

A lodger is a person who rents one or more rooms or part of a room from the main tenant. Usually there is a formal arrangement in place that includes the provision of services such as meals, laundry services etc in return for an agreed payment and for a set period of time.

Close family members such as wife, husband, son, daughter, grandparents etc are not normally classified as lodgers (but please note - you must still have the Association's permission before a family member can join the household).

### What should I do if I want to take in a lodger?

If you wish to take in a lodger you must apply to the Association and obtain our written permission.

Both you and the proposed lodger will each be asked to complete a short application form and return both forms to the Association's office with a proposed lodger agreement. The application will be considered as soon as all the necessary forms have been fully completed and submitted to the office.

### Do I answer all the questions on the application form?

Yes. To enable the Association to consider your application fully, it is essential that we have all the information asked for in the form. If you are unsure of the answers to any questions or need help to complete the form please ask a member of staff for assistance.

### What is a Lodging Agreement?

This is an agreement between you and the person whom you wish to become your lodger and it needs to be signed by both of you.

The agreement must state the period of time that the lodger will be living in your house and provide details of the

terms and conditions of the arrangement including:

- what rooms in the property are to be included in the arrangement (for example – will the lodger have his/her own bedroom, will s/he share a bathroom with others in the house);
- the proposed rent and any charges for services such as meals etc;
- arrangements for the payment of utilities such as electricity, gas, phone etc;
- the provision and use of facilities such as a TV, washing machine etc.

Your Housing Officer can help you draw up a Lodging Agreement.

## **Will I automatically get the Association's permission to take in a lodger?**

Permission to take in a lodger is at the Association's discretion. However we cannot unreasonably withhold our consent.

In considering an application to take in a lodger, the Association must ensure that:

- the proposed charges (including the rent and any deposit) are reasonable;
- all terms and conditions of the lodging agreement are acceptable;
- the proposed lodger does not have a history of anti-social behaviour;
- the house will not be overcrowded;
- in the case of a joint tenancy that all tenants are agreeable to the application to take in a lodger;
- all parties are fully aware of their rights, obligations and responsibilities.

When we are assessing whether what you propose to charge your lodger is reasonable or not, we will consider:

- what accommodation is being made available for the lodger's exclusive use;
- what amenities will be shared with other members of the household;
- arrangements for the payment of gas, electricity, phone etc;
- any services that are to be provided as part of the lodging agreement;

## How long can I have a lodger for?

Taking in a lodger should not be a permanent or a long-term arrangement so the Association will only give permission for a maximum of six months. After that you can apply for permission to continue with the lodging arrangement for up to a further six months but you must apply for this extension no later than four weeks before initial the six month period ends. The length of any extended period granted will be at the discretion of the Association and will be influenced by how the lodger has conducted him/herself while in residence.

## Are there any conditions attached to permission being granted?

Permission for you to take in a lodger will normally only be given on the following conditions:

- that the lodger is declared as part of the household in any application for benefits, including Housing Benefit;
- that the lodger is registered as part of the household for the purpose of Council Tax;
- only those named on the initial application to the Association have permission to reside in the property;
- that you obtain the Association's approval for any changes to the charges to the lodger and/or the terms and conditions of the lodging agreement.

## What are my responsibilities as the tenant?

Even where the Association has given permission for you to take in a lodger, the legal relationship between you as the tenant and the Association as your landlord remains the same. You remain responsible for the ensuring that the rent is paid and that the terms of the tenancy are adhered to, including all clauses relating to the behaviour of residents and visitors to your house.

**Remember – If your lodger behaves in an anti-social manner or causes any damage to the property, the Association will take action against YOU.**

## Do I have responsibilities to the lodger?

The responsibilities you have to your lodger will largely depend on what is included in the lodging agreement but as a minimum you will be required to give your lodger proper written notice of the date you wish them to leave the property.

## **What rights does the lodger have?**

The lodger has no automatic right to occupy the house and is only living in the house with the consent of the Association as landlord and you as the tenant. The lodger only has the right to stay in the house under the terms of the lodging agreement and any conditions attached to the Association's permission.

If the tenancy is terminated at any time either by you or by court order, the lodger will not be allowed to remain living in the house.

The lodger has no right to take over the tenancy in the event of the your death (i.e. there is no right of succession).

## **How long does it take to assess my application?**

The Association must notify you of its decision within one month of the completed application being received at the Association's office. If we do not reply within one month, permission is deemed to have been granted. However, you must NOT allow a lodger to move in before you either have written permission from the Association or before the one month period has expired.

## **Can I appeal the decision if my application is refused?**

Any party directly affected has the right to appeal any decision made by the Association.

Details on how to appeal a decision is available from the Association's office.

A copy of the Association's Lodgers Policy is also available from the office on request.

**Further  
information**

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Open: Monday – Thursday: 9.00am – 4.30pm and  
Friday: 9.00am – 4.00pm  
Closed for lunch: 12.30pm – 1.30pm

