

Homeowner Subletting Policy Statement

Homeowners may wish to enter into an agreement to rent out their home to someone else. Leaseholders (own 100% of their home) and are usually able to sublet without any issues, though we will need to check the terms of their lease to ensure there are no restrictions.

Under no circumstances may homeowners let their home as a holiday let, or through companies such as Airbnb or Booking.com. This includes the whole or part of the property.

What you need to take into account before considering subletting:

- You must use a reputable letting agency to advertise and manage the property. Different agencies have different terms, so it is best to shop around to find one that best suits your situation.
- If you have a mortgage, you must get permission from your mortgage lender.
- You must ensure your home contents insurance is still valid if you sublet.
- You should ask your tenant for a deposit so it can be used to cover any damage, however you are legally required to protect such a deposit.
- You should issue your tenant with an assured shorthold tenancy, that lasts for at least 6 months and no more than 12, and has the same clauses as your lease/tenancy agreement.
- You remain responsible for the conditions of your lease/tenancy agreement even if you are not living there. You must keep in regular contact with your subtenant and end their tenancy if they breach the terms. We can take legal action against you if we receive complaints or have concerns regarding any breach of lease / tenancy clauses.
- Check your tax position as you may be liable for tax on any rental income you receive.
- You will need to request approval every 12 months.

Shared owners

Subletting is not usually permitted for shared owners. This is to prevent homes built with public funds from being used for commercial gain. Though there are some exceptional circumstances that it may be permitted. This includes:

- Remedial building safety work is required and until it is completed the building cannot be sold or is un-mortgageable
- Employment relocation would cause financial difficulties resulting in not being able to afford the rent and mortgage payments.
- A change to your financial position means you are unable to meet the mortgage and/or rent payments, and you intend to sell the property.
- Need to provide or receive full-time care in a location other than the property that is likely to be for more than one year, but not permanently.

The information you must supply when requesting to sublet:

- The reason you wish to sublet.
- Details of the lettings agency you intend to use, and a copy of the tenancy agreement you intend to issue.
- The address you will be living at, your phone number and email address, and the name and contact number for your tenant once known.
- Consent letter from your mortgage lender if applicable.

Once we receive your request and the information above, we will advise you whether approval is granted within 10 working days of its receipt. If we refuse permission, you can ask us to reconsider our decision and a senior member of staff will review your request. We will provide you with full details on why we will not grant approval as part of our decision.

If you have any questions about subletting you can email us at ask@onehousing.co.uk or call us on 0300 123 9966