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| **CSM Case No.:** |  | **TM04A** |

 **FALKIRK COUNCIL Issue 2**

 **Transformation, Communities & Corporate Services 14/11/23**

**APPLICATION FOR LODGER**

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| TENANT DETAILS |

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| FULL NAME (S) OF PRESENT TENANT | ADDRESS OF PROPERTY |
|  |  |
| **DAYTIME TEL. No.** | **POST CODE** |
|  |  |
| **HOUSE SIZE AND TYPE** | **DETAILS OF SPECIAL ADAPTIONS TO PROPERTY** |
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| DETAILS OF TENANTS HOUSEHOLD |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date of Birth | Sex | Relationship to Applicant |
|  |  |  | **(Tenant)** |
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| LODGER DETAILS |

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| SURNAME | CURRENT ADDRESS |
|  |  |
| **OTHER NAMES** | **TELEPHONE No.** |
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| DETAILS OF LODGERS HOUSEHOLD (THAT WILL BE RESIDING IF PERMISSION GRANTED) |

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| --- | --- | --- | --- |
| Name | Date of Birth | Sex | Relationship to Applicant |
|  |  |  | **(Tenant)** |
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| DETAILS OF LODGERS PREVIOUS ADDRESSES (FOR LAST FIVE YEARS) |

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| Address | From | To | Reason for Leaving |
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| **HAVE YOU EVER HELD A COUNCIL TENANCY:** | **YES:** |  | **NO:** |  |

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| **HAS THE LODGER APPLIED FOR A COUNCIL HOUSE:** |

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| **YES:** |  | **NO:** |  | **APPLICATION No.:** |  |

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| **DOES THE LODGER HAVE ANY PETS:** | **YES:** |  | **NO:** |  |

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| PLEASE PROVIDE DETAILS OF PETS |
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| REASON FOR APPLICATION |
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| GUIDANCE NOTES |
| 1. Lodgers can only be allowed to stay with you when you have received written permission from Falkirk Council.
2. Permission to have a lodger will not unreasonably be withheld. However, permission may be refused if your tenancy has not been conducted satisfactorily or if overcrowding will occur.
3. Where a tenant currently has permission to keep a lodger they will not normally be allowed to take in further lodgers. Any further requests to take in a lodger must be made on a new application form**.**
4. Security of tenure is not granted to any lodger or their family under the Housing (Scotland) Act 2001 as amended by the Housing (Scotland) Act 2014.
5. Having a lodger may affect any housing benefit which you receive. If permission is granted it is the responsibility of individual tenants to amend their housing benefit application.
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| DECLARATION |
| **I / We** have read the guidance notes above and declare that the information given on this form is correct. **I / We** also understand that to give false information or withhold information at any time may result in the permission being cancelled and/or legal action being initiated to terminate the tenancy. **I / We** authorise Falkirk Council to make relevant enquiries within the Council and external agencies to confirm the details I have given or to request information regarding my application for a lodger. |

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| **Signature of present tenant(s):** |  | **Date:** |  |
| **Signature of present tenant(s):** |  | **Date:** |  |
| **Signature of applicant(s):** |  | **Date:** |  |
| **Signature of applicant(s):** |  | **Date:** |  |

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| PLEASE RETURN FORM TO: |

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| --- | --- |
| Via Email: | housingservices@falkirk.gov.uk |
| Or Post: | Income & Customer Relations Team, Suite 5, The Forum, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR. |

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| FOR OFFICE USE ONLY |
| **HOUSING OFFICER COMMENTS/RECOMMENDATIONS** |
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| --- | --- | --- | --- |
| **Signature of Housing Officer:** |  | **Date:** |  |
| **Signature of Area Housing Officer:** |  | **Date:** |  |

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| --- | --- | --- |
| **APPROVED** | **/** | **REFUSED** |