

## **SUBLETTING POLICY**

Your shared ownership lease contains a clause that prohibits a sub-letting arrangement being made— please see the relevant 'Assignment and Underletting' provisions in your lease.

You can, however, request such an arrangement from Community Gateway where a genuine need for sub-letting has arisen.

### **Lodger Permission**

While sub-letting is not allowed, the ability to take in a paying guest or lodger is permitted as long as you live in your property as your main home. It is recommended that you inform Community Gateway prior to beginning any such arrangement.

The provision of Shared Ownership is intended to meet your residential needs and not to provide for any business purpose. Therefore, your home should not be used for commercial purposes such as a short-term rental or a form of bed-and-breakfast type accommodation.

### **General guidance on sub-letting**

Although as a shared owner you do not have the right to sub-let your home, Community Gateway may agree to sub-letting arrangements where there is a genuine need for it. Requests will be considered on a case-by-case basis.

If a request to sub-let is received from a serving member of the Armed Forces who is required to locate away from the area in which they live, then this will be supported by Community Gateway. Other circumstances that may be supported by Community Gateway are:

- If you are moving out of the area for a temporary period for work.
- If you need to move out of the property to care for a relative temporarily.
- A prison term.
- If you have been marketing your property for sale for a long time, reduced the asking price, and been unable to secure a sale.

### **The following things will be considered when assessing a subletting request:**

- Do the reasons for sub-letting stem from a genuine, unavoidable need, rather than for speculation or gain by the shared owner?
- Does the person(s) to whom the shared owner sub-lets satisfy the eligibility criteria for Shared Ownership?

- Are the terms of the sub-letting arrangement best met by being for a fixed period of time, or would a periodic tenancy be more suitable?
- Does the shared owner need the permission off their mortgage lender to sub-let their home?

Permission will only be given for a maximum 12 month period. At the end of this time you will need to either:

- Sell your shared ownership home.
- Move back into the property.
- Buy the remaining shares in the property if you are able to purchase 100%. You will then be able to continue subletting.

### **Other Requirements**

- You will continue to be responsible for paying the shared ownership rent directly to Community Gateway
- If you rent out your property, as the landlord you will need to arrange gas and electrical safety checks on the property
- You will need to let your insurers know
- You will need to provide us with a correspondence address and contact details for yourself.

If you sublet your home without our written agreement you will be in breach of your shared ownership lease. Court action will be taken and you will have to end the subletting.