



Lodger and Subtenant Request Form

About you and your current tenancy

| | |
|---|--|
| Your full name | |
| Address | |
| Phone number | |
| Email address | |
| Date tenancy began | |
| Type of property and number of bedrooms | |

| | | | | |
|--|--------|--|-----------|--|
| Are you requesting permission for a lodger or sub tenant (tick box). | Lodger | | Subtenant | |
| Does the intended occupier have a right to rent? Check out the factsheet Lodgers and Subtenants for what this means. | Yes | | No | |
| Your lodger or subtenant must have the correct immigration status (tick box). | Yes | | No | |

| | |
|---|--|
| Which part of your home will they occupy? | |
| How much will you charge them? | |
| When will they move in? | |

Reasons for your request

| |
|--|
| |
|--|

About your proposed lodger or subtenant

| | | | |
|---|-----------------------|----------------------|---------|
| Full name: (attach photo evidence of identity, for example passport or driving licence) | | | |
| Relationship to you | | | |
| Contact phone number | | | |
| Where have they lived for the last five years? | | Insert details below | |
| Address | Owner, tenant, lodger | Date from | Date to |
| | | | |
| | | | |
| | | | |
| | | | |

Who else is living at your home

| | | | |
|------|--------------------|---------------------|---------------|
| Name | Date they moved in | Relationship to you | Date of birth |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Declaration

I declare that the information given by me on this form is correct to the best of my knowledge. I understand that if I knowingly omit or give false information, my request may be refused.

Signed

Date

For completion by the proposed lodger/subletter

| Name | Previous criminal convictions | Further details |
|------|-------------------------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Declaration

I declare that the information given by me on this form is correct to the best of my knowledge. I understand that if I knowingly omit or give false information, my request may be refused.

Signed

Date

Data Protection

Vico Homes is a registered charitable Community Benefit Society that provides social housing and social support services. Vico Homes is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379). We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team, Vico Homes Merefield House, Whistler Drive, Castleford, WF10 5HX Email: informationgovernance@vicohomes.co.uk

Under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 you have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#)

Vico Homes process the tenant's information under the lawful basis of contract (tenancy). Vico Homes have a Legitimate Interest to process the lodger/subletter's information on this form so that we can oversee the terms of the tenancy agreement.

For further information, on how we use your personal data, details of Vico Homes Privacy Policy can be found on our website vico.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

Struggling to read this information? Let us know if you would like this in another format, size or language.