

SHARED OWNERS GUIDE TO SUBLETTING YOUR HOME

Shared ownership is a scheme which was set up to provide home ownership for those who could not otherwise afford to buy a home on the open market. Given the cost of housing in London, it is the only option for a growing number of people. We need to make sure our homes go to those most in need who intend to use it as their principal home. We do not sell shared ownership properties to those who plan to rent the property out to make a profit, and shared owners do not have an automatic right to sublet their property.

We understand that there are occasions where you may need to sublet your home to alleviate significant hardship or where there are exceptional personal circumstances which means that you will be away from the property for an extended period.

Situations where permission to sublet may be granted

We will consider giving permission for you to sublet if it will help prevent/ relieve significant hardship. For example, if you:

- cannot sell the property because it is worth less than the money you borrowed to buy it.
- have medical needs / care for a sick relative and subletting will help your situation
- have temporary employment and it is too far from your home to travel to
- have a temporary contract to work abroad
- need to live away from home for a limited time for training / education
- are in prison
- are unemployed and need to limit your debts
- where the lack of a valid EWS1 is preventing you from selling

The above list is not exhaustive. We consider each application on its merits. We will take legal action against you if you sublet without our permission.

Making an application to sublet

When requesting permission, you will need to provide the following information with supporting documentation:

- let us know how long you intend to sublet for (we would not normally allow this for more than 12 months)
- let us know the reason you want to sub-let along with documentary evidence such as an offer of a job, a letter confirming medical needs or an income and expenditure sheet showing you cannot afford to stay there

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- confirmation your mortgage lender has agreed you can sub-let.
- Confirm that you have received permission from the local authority where this is required.

We will let you know our decision within 10 working days of receiving your application. Consent will be provisional based on us receiving a copy of the tenancy agreement showing the rent, the tenancy start date and copies of the License to Sublet form. If you have an agent acting for you, you will need to provide their details and contact numbers. We will counter-sign the License to Sublet and return a copy to you.

We will let you know how long you can sublet for. This will usually be for a period of at least 6 months but no longer than 12 months. You will need to provide good reason for us to extend the period for longer than this.

You cannot make a profit from subletting your home and should charge your tenant the actual costs you have to pay in rent, service charges, mortgage costs, repairs and any letting agency fees. We may ask you to provide evidence of these costs and the rent you are charging.

Your role as landlord

In your role as the landlord you are legally responsible for the behaviour of anyone living in the property. We may take legal action against you if your tenant is a nuisance and you do not take appropriate action.

You are also legally responsible for the safety of the property. You will need to arrange for an annual Gas Safety inspection and certificate, you are also required to provide a valid NICEIC (electrical installation condition report) as well as a valid EPC (energy performance certificate)

If a deposit is paid, it will need to be registered with an independent agency such as the Deposit Protection Scheme.

If you use an agency, it is worth checking that they have Landlord Accreditation such as the London Landlord Accreditation Scheme.

If we have agreed that you can sublet your home because it does not have a valid EWS1 or your block requires remediation following an EWS1 assessment you will be required to make your tenant aware of this.

If we agree you can sublet, and you do not fulfil your responsibilities as a landlord we will take action against you.

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