OCHIL VIEW
Housing Association Ltd.

Changes to your Tenancy

If you want to take in a lodger, add a joint tenant, sublet your property, or assign the tenancy, you must first get our written permission.

To apply for our permission, you must tell us the following in writing:

- the details of the proposed change
- the amount of rent and any other payments you propose charging
- when you want the subletting, lodging, assignation or change in tenancy to take place.

The following requirements have to be met for subletting, assignation and adding a joint tenant to your tenancy agreement:

Sublet

If you want to sublet all or part of the house, the house must have been your only or principal home for at least 12 months immediately before the date of your written request to sublet the house to someone else.

If you were not the tenant throughout that period, the house must have been your only or principal home during those 12 months and the tenant must have told us that you were living there.

Assignation

If you want to assign this tenancy to another person, the house must have been your only or principal home during the 12 months immediately before the date of your written request to assign the tenancy to someone else.

In addition, the person who you wish to assign your tenancy to must have been living in the house as their only or principal home for at least 12 months before the date of your written request and you, a joint tenant or the person who you now wish to assign the tenancy to must have notified us in writing of them moving into the property.

The length of time the person you want to assign this tenancy to must have been living in the property starts from the date we were notified in writing that the person is living in the property as their only or principal home.

Joint Tenancy

If you want another person to be a joint tenant, the house must have been the only or principal home of the person who is to become a joint tenant for at least 12 months immediately before the date of your written request and you, a joint tenant or the person you now wish to become a joint tenant must have notified us in writing of them moving into the house.

The person you wish to add as a joint tenant, and any existing joint tenants must apply to us in writing along with you. The length of time the person you want to assign this tenancy to must have been living in the property starts from the date we were notified in writing that the person is living in the property as their only or principal home.

Lodger

If you want to take in a lodger, you must inform the Association of the name and date of birth of the proposed lodger, the proposed lodger's current or most recent address, details of any tenancies held by the proposed lodger and the amount of any payment and any deposit to be paid by the proposed lodger.

We will not unreasonably refuse permission for an assignation, subletting, joint tenancy or taking in a lodger request.

Succession

If you die, the tenancy may be inherited by one of the following people in the following way:

Level One:
·Your spouse, civil partner or co-habitee if the house was their only or principal home on your death; OR
·A joint tenant, if the house was his or her only or principal home on your death.

Level Two:
If no-one qualifies at Level One, or a qualified person does not want thetenancy, it may be inherited by a member of your family as long as:
·heor she is aged at least 16 at the date of death;
·thehouse was his or her only or principal home at the date of death.

Level Three:
If no one qualifies at Level One or Level Two, or a qualified person does not want the tenancy, it may be inherited by a carer as long as:
·he or she is aged at least 16 at the date of death
·the house was his or her only principal home at the date of death;
·he or she gave up another only or principal home before the death of the tenant;
·he or she is providing, or has provided care, for the tenant or a member of the tenant's family.

The member of your family or carer must have occupied the house as his/her only or principal home for at least 6 months immediately before death and you must have advised us in writing they were living there.

Further Information

If you want further information on anything shared in this leaflet, please contact us:

01259 722 899

housing@ochilviewha.co.uk