

# Checklist for residents wishing to take in a lodger

Item	Action	Tick when done
1	Contact your housing officer and let them know you are thinking of taking in a lodger. If you are a leaseholder you will need to check with your mortgage company too.	
2	Inform your insurance provider to make sure you will still be covered.	
3	Inform the local benefits agency if you receive any benefits. Your benefits will probably be affected by taking in a lodger so find out in advance how much these will change.	
4	Let the council know if you are paying reduced council tax for single occupancy as this will be affected when you take in a lodger.	
5	Get the room ready. Make sure you have all the necessary furniture. If you are going to use the Rent a Room scheme to earn tax-free income you must provide a furnished room.	
6	Check local rents to make sure you're setting a fair rent. There is no point in over-pricing your room and struggling to find a lodger.	
7	Decide in advance what the terms and conditions will be. This will avoid problems before they occur and give you a clear list of dos and don'ts. This includes deciding what bills are included in the rent and what the lodger is expected to pay. You should include conditions such as what cupboards in the kitchen they can use etc.	
8	Get a lodger agreement to cover both of you. This sets out the basic terms and conditions of the tenancy. We have enclosed a template for you.	
9	Advertise your room. Go to <a href="http://www.spareroom.co.uk">www.spareroom.co.uk</a> , place an ad page and place your listing. If you need help with this, contact the resident participation team on 0800 032 1531.	
10	Viewings. It's good practice to take time with your viewings, this gives your potential lodger a chance to ask any questions but also gives you a little more time with them to see if you like them. It's important not to just say yes to the first person that can afford the room. See a few, after all, they will be living with you in your home and you need to be sure.	
11	Credit checks. Not everyone does this but you may want to, there are services available to do this but they tend to charge a fee.	
12	Make sure you ask for first month's rent up front. This is a standard procedure so lodgers will be expecting it. Consider taking a deposit too. This should be the equivalent of a second month's rent and covers you for any unpaid rent or damages at the end of the tenancy.	
13	Carry out an inventory. We have supplied a template for this.	
14	Get your lodger to set up a standing order for their rent. You can budget more effectively and it saves you having to keep asking for it.	
15	Lodger moves in. Make sure you are in and available to answer any questions so they feel settled.	
16	Inform the tax office if you earn over £4,250.	