

Notification to take in a lodger



Portsmouth
CITY COUNCIL

As a **secure tenant** you have a right to take in a lodger. **Introductory and demoted tenancies have no statutory right to take in lodgers.**

You must notify Portsmouth City Council before you take in a lodger, then we can help you if you have any doubts. Contact your housing officer who will be able to advise you before you allow them to live with you.

Please be aware that changes in your circumstances may affect your entitlement to certain benefits. It is your responsibility to inform any relevant agencies of any household or income changes.

Please complete the form below.

Tenant's details

Name (s)

Phone number

Address

Number of bedrooms

Currently used

Number of adults currently in the property

Number of children currently in the property

Communication needs (i.e. large print, audio, other language)

Lodger's details

Name

M/F

Date of birth

Rent/fee charged?

Rooms the lodger will occupy

Signed by the landlord

Signed by the lodger

Date