

## TENANCY & ESTATES POLICY SUMMARY

### SUBLETTING

If you are living in a Council Tenancy but you want to let it to a subtenant, you need to apply to us and get this confirmed in writing. You can get a form to apply to sublet in one of the District Offices or at Dundee House. A member of staff can help you complete this form.

To sublet your Council house there is a residency requirement, you need to have been the tenant for at least **12 months**. In addition, any potential subtenant will need to pass the Council's pre-tenancy check prior to approval. For more information on this, you can ask the Tenancy & Estates Team on 01382 307301 / or 7401 option 5.

Different rules apply for Sheltered Housing and housing which has been designed or substantially adapted for those with special needs. Our staff can give you more details and advice.

When we make a decision about your application, we will write to you within 28 days. If you do not qualify to sublet your tenancy, we will write to you to tell you why. You can appeal our decision, and we will supply you with details at the time about how to do this.

If your sublet application is approved, we will call or write to you to advise this. We will also offer to come out and get the new Tenancy Agreement signed, although you can have an office signing if you want.

If you want to sublet your tenancy to someone, you need to fill in a Subletting Application Form. You can get Relevant forms to download, complete and return via email to [edo@dundee.gov.uk](mailto:edo@dundee.gov.uk) (link sends e-mail) for processing at <https://www.dundee.gov.uk/service-area/neighbourhood-services/housing-and-construction/information-and-advice-for-council-tenants>

If you need general advice or guidance, please contact us to discuss. You can also contact a solicitor or an independent advice agency such as the Citizens Advice Bureau.