

Lodgers: Standard Reply from Housing Management

Date

From: Housing Management Subgroup

To: xxxx

Dear xx,

Housing Management have received your request for a lodger.

HM will grant the request, subject to confirmation by the next Management Committee (date).

We will be asking both you and the lodger to sign an affidavit to the effect that the licence fee paid by the lodger is proportionate to the space occupied. If you are on Housing Benefit the income you receive must be declared and will adversely affect the amount you receive. You will have landlord responsibilities towards the lodger and will be responsible for ensuring that they leave when asked to do so. You will also be responsible for any noise or nuisance caused by the lodger.

The arrangement will be reviewed after one year, (date).

Yours sincerely,

for Housing Management