

Lodgers (house sitters): Housing Management Standards Reply

Date

From: Housing Management Subgroup

To: xxxx

Dear xx,

Housing Management have received your request for a lodger/sub-tenant to replace you during a leave of absence.

As you know, it is up to the Membership Subgroup to consider your leave of absence and to put that request to the MC.

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

You will continue to be responsible for your (share of the) rent at (address). We will be asking both you and the lodger to sign an affidavit to the effect that the licence fee paid by the lodger does not exceed your (share of the) rent. 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 cause by the lodger.

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

Yours sincerely,

for Housing Management

Agreed at GM March 1999