

Subletting Information

We've prepared this document for tenants who may consider subletting their rooms. A sublet might be a way for you to look to save rent if you were to go away for a period during your tenancy, but intend to return to your room once you're back in London.

If you are looking to bring your tenancy to an end early you should look at the reassignment information on our website instead.

There are some factors that you should bear in mind when considering a sublet – please read the information below and contact your property manager if you have any questions.

Please note: you will need to ask for written permission from Student Homes if you do want to look to sublet your room to a suitable student at any time during your tenancy.

Our requirements:

- ❖ You must let your room to a full time University of London student. This is due to the fact that we only house full time students and so there are no implications in terms of council tax.
- ❖ We will grant you permission to sublet so long as there are 6 or more months of your tenancy remaining. If there are less than 6 months left of your tenancy permission will not be granted.
- ❖ You'll need to ensure the student has the right to rent in the UK, this is in line with the 'Right to Rent' legislation that came into effect earlier this year. You can find out more about this legislation and the checks you'll need to make here: <https://www.gov.uk/check-tenant-right-to-rent-documents>. As with the students proof of study, we'll need to see the documents you take to verify the student has the right to rent in the UK so please send them to us
- ❖ We'd like you to let your housemates know that you intend to sublet your room for this period, and to make an effort to ensure that they are comfortable with the student you find - introduce them all where possible, let them know the subletting's students name, date he/she will move in and out and so on.

Things you should consider:

- ❖ Although you'd be away (as you're looking to sublet your room rather than reassign your tenancy), you would remain responsible to us for any rent owing for your room and for any damage that the subletting student may cause to your room or to the property. While we'll acknowledge the student who you're subletting to, you do remain our tenant and first point of contact.
- ❖ You may want to consider using an inventory - you're welcome to use parts of the original inventory that we drew up for you should this be helpful.

- ❖ We advise that you consider collecting the rent for the period you'll be subletting your room for upfront. We'd advise you against asking for a deposit as you'd need to register this in a deposit protection scheme if you did take one.
- ❖ You'd also need to consider and clarify the arrangement surrounding bills. How would the subletting student contribute? What happens if they are in the property more than the other students and your co-tenants feel therefore use more energy than usual etc?

Things we'll need:

- ❖ We'd need the name, telephone number, and email address of the student who'll be subletting your room. We will need to see proof of the incoming tenant's full time student status and confirmation that they have the right to rent in the UK.
- ✓ You should be aware, that out of common courtesy we'll let the other parties who are involved - your co-tenants, the property owner, and your College (as your guarantor), know of the sublet.

If you have any further questions about subletting or would like to ask us for written permission to sublet your room please contact us using the details below.

By calling: 020 7664 4836

By emailing: student.homes@london.ac.uk

By visiting our office:

Student Homes
4th Floor, Housing Services, Student Central,
2 Malet Street, London,
WC1E 7HY.

Our office is open between 10am – 5pm, excluding on Tuesday's when the office is open from 11am – 5pm.

Kind regards,
The Student Homes Team.

University Student Homes
University of London Housing Services
Student Central | 4th Floor, 2 Malet Street | London WC1E 7HY | United Kingdom
Tel: +44 (0)20 7664 4836
Web: University Student Homes



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