

## 1. General Principles

- 1.1. Subletting is not permitted in every type of industry standard shared ownership or the Portfolio Team Housing shared ownership lease and it can be prohibited by head-leases.
- 1.2. Where possible, the Portfolio Team will consider and permit subletting as a useful commercial, social and property management tool, especially where this can support a customer in temporary financial or other form of distress.
- 1.3. We recognise that, when used and managed with care, especially in an illiquid property market, subletting can:
  - Assist with income collection when a customer experiences a fall in income and is unable to sell their home or expect to re-mortgage.
  - Enable customers to move home when their job re-locates or they need to re-locate for family or health reasons.
- 1.4. The Portfolio Team consents to subletting on the understanding and agreement that it will usually be short-term or for a fixed period and subject to review.
- 1.5. We also recognise that the management of subletting means that in practice we have a greater opportunity to influence and control the performance and risks arising from a sublet tenancy, than would be the case if we did not acknowledge the rare incidences of undeclared subletting.

## 2. Aims

- 2.1. The aim of the subletting policy is to balance a helpful response to the changing circumstances of residents, while preserving:
  - Asset value.
  - The purpose of the original housing.
  - The ease of property and estate management, through the continuation of stable residential occupation.

## 3. Guidance

- 3.1. The Portfolio Team will consider a sub-letting request where a leaseholder:
  - Is experiencing financial hardship and is unlikely to be able to sell their home or do so without aggravating that financial hardship or burden.
  - Is asked by an employer to work abroad or away from home temporarily, which is not within commuting distance.
  - Has experienced a change in family circumstances such as a relationship breakdown or has to move out of their home to care for a relative.
  - Is suffering from domestic violence, racial or other forms of harassment.
  - Is serving a prison sentence.
  - Is over-crowded.
  - Is a serving member of the armed forces whose tour of duty requires them to serve away from home.