



Subletting Policy

Introduction

1. Our mission is to improve the quality of life for our residents.

We are committed to promoting a safe and secure environment where residents are able to live peacefully in their homes and communities.

It is a condition of the tenancy agreement that tenants do not sublet all of their property to a third party. We will fully investigate all suspected incidents of illegal subletting.

Purpose

2. To outline how we will deal with incidents of illegal subletting and enforce tenancy breaches.

Scope

3. All owned and managed stock is covered under this policy and will be overseen by the Senior Housing Officer, in a fair, firm and proportionate manner. This will be done to best practice standards in the sector.

Policy

4. We will:
 1. Proactively monitor tenancies with audits in place seek out illegal subletting
 2. Fully investigate all suspected and actual cases of illegal subletting. This will include un-notified visits by the Housing and Senior Housing Officers, discussions with neighbours and any relevant agencies.
 3. Work with partners across Tower Hamlets to develop coordinated approaches to illegal subletting, when needed.

4. Ensure Interviews carried out with neighbours, in suspected cases, will be done with discretion and in confidence to protect their identity.
5. Assess if additional resources are required on a case by case basis. The Head of Housing Operations will determine if additional resources such as expert witnesses can be engaged.
6. Gather information and evidence, giving any suspected tenants the opportunity to discuss their position to any allegations. We will take this into account before making a final decision which will be done by the Head of Housing Services. If proved we will give minimum notice for the person to vacate the premises, and inform the local authority of the forthcoming void.
7. Use Starter Tenancies and one year probationary periods as preventative measures to illegal subletting.
8. Ensure that staff are trained and kept up to date with developments
9. Refer any people successfully evicted to the local authority for rehousing.
10. We will consider extended caretaking arrangements, where a tenant has to be away for medical, compassionate or employment reasons. This will be subject to a decision by the Head of Housing Operations.

Responsibility

5. The lead person will be the Senior Housing Officer and provide support and guidance to Housing Officers who will conduct investigations. The Head of Housing Operations will make all final decisions in subletting cases.

Monitoring, Review & Evaluation

6. The Head of Housing Operations will monitor and review cases on an on-going basis, reporting to SMT and the board as necessary.

This policy will be reviewed every three years.