



SIMPLE STEPS TO FINDING A LODGER:

- 1) Ask permission of your Housing Association to make sure you are allowed to take in a lodger under your tenancy agreement. There is a form on Pinpoint for you to complete and send back to your landlord or you can make enquiries yourself.
- 2) If you are in receipt of benefits contact the relevant teams to ask how increasing your income from a lodger will affect what you receive.
- 3) Make sure it is something you and anyone else who lives in your home are comfortable with.
- 4) Decide on what you are offering and make sure your room is ready
 - Is the room fully furnished?
 - Is there access to the internet or satellite TV?
 - Will you eat meals with them?
 - Will you provide bed linen?
- 5) Complete the advert form and send it to your landlord – Pinpoint will then advertise your property for you on our website
- 6) Find the right person – take as much time as you need to talk to people and be clear about your House Rules
- 7) Check their references – you need to be sure that they are trustworthy
- 8) Both sign an agreement to state that you agree to the terms discussed
- 9) Inform your housing association of the new person who is living with you before they move in.