

Landlord Consent Letters Pack

Use: responding to tenant requests | Document: LS-E-056 v1.0

RESPOND REASONABLY AND IN WRITING

Where a tenancy says the tenant needs your consent (to sublet, take a lodger, make alterations or assign the tenancy), you should consider each request on its merits, respond within a reasonable time, and confirm your decision in writing. Where the tenancy says consent will not be unreasonably withheld, you must have a good reason for any refusal.

1 — Acknowledgement of request

Thank you for your request dated [date] regarding [subject]. I have received it and will respond within [period]. If I need any further information I will let you know.

2 — Consent granted (with conditions)

I am happy to give consent to [request] at [property], subject to the following conditions: [conditions]. This consent applies only to this request and does not change any other term of your tenancy.

Signed (landlord / agent): _____ Date: _____

3 — Consent to a lodger / sub-let

I consent to you [taking in one lodger / sub-letting the room at] [property], on condition that you remain responsible for the rent and for the conduct of any occupier, that the property is not overcrowded, and that any arrangement ends when your tenancy ends.

4 — Consent to alterations

I consent to the following alteration(s): [describe]. Condition: the work is carried out to a good standard and, unless I agree otherwise in writing, you return the property to its original condition at the end of the tenancy.

5 — Consent to assignment

I consent to the assignment of your tenancy to [name], subject to satisfactory references and a deed of assignment being completed. The incoming tenant takes on the rights and obligations of the tenancy from the date of assignment.