**Registration procedure of new lodgers, as of January 1st 2020, is as follows:**

The tenant(s) must request permission for a lodger(s) prior to lodger being in residence from Membership Group (referred to as MG).

The tenant must provide lodger’s full name and email address.

Both the tenant and lodger will be contacted by MG via email to fully inform of the maximum amount to be charged and the policies of the Co-op.

Both the tenant and lodger will be sent an email from MG with the Membership Policy and the Tenancy Agreement. A return email from both parties is required to give consent to the rules, standards and policies laid out in the documents.

Both the tenant and lodger must follow the rules, standards and policies of the Co-op or consent for the lodger may be revoked.

The new lodger will also be invited to become a member of the Co-op, informed about the induction procedure, the prospective members’ surgery before general meetings and the working groups.

If you are unsure of any of these steps, or have any questions regarding this procedure, please don’t hesitate to contact Membership Group: [membership@homesforchange.co.uk](mailto:membership@homesforchange.co.uk)