



Sublet registration form

Please complete in full all relevant sections of this form to confirm the sublet status of your property

Section 1: Leaseholder's details

Name of leaseholder(s): _____

Property address: _____

Correspondence address: _____

Telephone number: _____

Email address: _____

Section 2: Confirmation of sublet

Are you currently subletting your property?

tick ✓

Yes:

No:

If no, please provide details as to why you require an alternative correspondence address (if applicable outline any refurbishment works being undertaken) and sign section 6. If someone other than you is residing in the property, please provide their name/s and contact details.

Section 3: Letting details

I am currently/will be letting my property and enclose the following (you must provide the name/s and contact details of your tenant/s):

tick ✓

£30.00 administration fee

A certified copy of the tenancy agreement
(This must include the tenants name/s and also the period the tenancy relates to)

Tenant's name(s): _____

Telephone number(s): _____

Email address: _____

Section 4: How is your property managed?

Please confirm how your sublet is being managed.

tick ✓

Private sublet

Managing agent

Other (please specify _____)

Section 5: Managing agent's details

If your property is being managed by a managing agent please confirm the following details:

Name of managing agents: _____

Managing agent's address:

Telephone number:

Email address:

Section 6: Declaration

I/we the above named leaseholder(s) confirm that the details given are correct.

Signed: _____ Date: _____

Please note that as the leaseholder of the property you remain responsible for complying with all the terms of the lease during the period that the property is sublet, this includes;

- paying all service charges and ground rent that is due;
- ensuring that the property is kept in a good state of repair; and
- ensuring that your tenants do not cause any nuisance to other residents.

Please note that the buildings insurance policy is not currently affected by the registered sub letting of your property. This may be subject to change at any time.