

Sub-let 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 reference : _____

Property address: _____

Correspondence address: _____ Telephone number: _____

E-mail address: _____

Section 2: Confirmation of sublet

Are you currently subletting your property?

Insert ✓

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 I enclose the following:

Insert ✓

- £40.00 administration fee
- A certified copy of the tenancy agreement (this must include the tenants name/s and also the period the tenancy relates to)

My tenant(s) details are:

Tenants name(s): _____

Telephone number(s): _____

E-mail address: _____

Section 4: Sublet management arrangements

Please confirm how your sublet is being managed.

Insert ✓

Private sublet

Managing agent

Other (please specify _____)

Section 5: Managing agent's details

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

Name of managing agents: _____

Managing agent's address:

Telephone number:

E-mail 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; and
- 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 if you sublet your property you are not covered for accidental damage under the **buildings insurance** policy. This may be subject to change at any time.

Please be advised that we do not send these details to Council Tax. If you need to contact them please go to www.islington.gov.uk or call 020 7527 2000

Please complete and return this form to the address below.

Please either include a cheque for £40.00 made payable to Islington Council or contact us on 020 7527 7715 to pay via the telephone;

**Home Ownership
222 Upper Street
London
N1 1XR**