**APPLICATION TO SUB-LET**

**YOUR DETAILS**

**Leaseholder(s) Name(s)**

**Address of Property**

**NOTIFICATION OF INTENTION TO SUB-LET PROPERTY**

I/we intend to sub-let my/our property, I/we enclose the following:

[ ]  Registration fee of £50.00 or the sum specified in your lease

[ ]  Valid Electrical Safety Certificate

[ ]  Valid Gas Certificate if *applicable*

[ ]  Copy of Tenancy Agreement format you intend to issue to your tenant

**MANAGEMENT OF SUB-LET**

**Please confirm how you intend to manage your sub-let:**

[ ]  Via a Letting Agent

[ ]  Managing it yourself

**Please confirm the length of tenancy**

If you are letting the property via an agent, please provide their details.

Name

Address

Telephone Email

Please note that we will only engage with the letting agent where you have provided written confirmation of the agents’ full name and contact details and have confirmed in writing that the agent can act on your behalf. We will never disclose information relating to your service charge account or monies owed in relation to your property to the letting agent. It is your responsibility to notify us if you change your letting agent or the terms or length of the tenancy agreement. Where the lease allows, we will charge a reasonable one-off admin fee every time you notify us of a change of letting agent. You will be required to pay this fee before we will engage with the letting agent in any way.

**YOUR CORRESPONDENCE ADDRESS & CONTACT DETAILS**

Please provide your current contact address including a UK postal address for correspondence and the serving of notices

Contact Address

UK Address

*if your contact address is outside the UK*

Telephone

Email

**ABOUT THE PROPERTY**

Please provide the following information

No Bedrooms       Single       Double

Location of meters

Water

Gas

Electric

Location of stop tap

Type of heating system

Additional Information

**SIGNATURES**

Signed

Signed

Date

**PLEASE RETURN THIS FORM VIA EMAIL TO HOMEOWNERSHIP@ONWARD.CO.UK**