

Private & Confidential

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Your leasehold property address:

Part A – Your (the leaseholder’s) details

(please include the names of all leaseholders)

	First name	Family name
1		
2		
3		

Your correspondence address:

Postcode

Phone:

Mobile:

Email

NOT SUBLETTING? If you are not, please tick the box and go to **Part G** of the form

Part B – Sublet details

(Please tick **one** of the following boxes)

- | | | |
|--|--------------------------------------|--------------------------|
| <input type="checkbox"/> through a managing agent | to family members | <input type="checkbox"/> |
| <input type="checkbox"/> to Haringey Council (known as private sector leasing) | being sublet directly to the tenants | <input type="checkbox"/> |
| <input type="checkbox"/> to a housing association | | |

Sublet form / correspondence address form

Part B – Sublet details – (continued)

Managing agent or housing association (if applicable): please give details

Name and address:

Phone:

Email:

If you have a managing agent, please tick the box to confirm they have authority to act on your behalf in the case of an emergency such as a leakage

Part C – Tenants

(please include the names of all tenants over 18 years old)

	First name	Family name
1		
2		
3		
4		

Number of tenants under 18 years of age: _____

Phone:

Email:

Part D – Tenancy details

(please complete as appropriate and inform us if there are any changes)

Start date of your tenancy agreement: ___ / ___ / ___ End date: ___ / ___ / ___

Conditions of building policy – please let us know whether the following requirements have been met:

Is the minimum letting period in your agreement 6 months or more? **Yes / No**

Is there an assured shorthold tenancy agreement in writing between you and your tenants? **Yes / No**

Part E – General Conditions

When subletting your property you should:

- pay your service charges on time;
- ensure your tenants follow the enclosed '**Rules of residence**' and that they do not increase the number of people living there;
- not leave your property unoccupied more than 30 days. The building insurance policy states that cover will cease after 30 days in respect of malicious damage, theft or attempted theft, and burst water pipes until the property is lived in again;
- provide your tenants with an annual gas safety certificate for the gas appliances in the property;
- inform the Home Ownership Team of any changes in your tenants within one month and pay the registration charge if you have opted not to pay the annual sublet fee.

Part F – Data Protection

- Haringey undertakes to treat any personal information you provide as private and confidential under the terms of the Data Protection Act 1998. This includes names, addresses, phone numbers, emails and so on. However it may be necessary to share this information with departments in Haringey Council, who must also comply with the requirements of the Act.
- Where outside contractors are required to carry out work in the building, contact details may be released to them under the terms of the Act. Please note that by signing this form you are giving Homes for Haringey permission to keep details of your personal information in its records.
- Please note that if you deliberately withhold or provide false or inaccurate information you will render yourself liable to pay non compliance charges.

Sublet form / correspondence address form

Part G – Not subletting

If you are **not** subletting please complete this section. [If you are subletting, please go to PartH on page 5]

I / we are not currently living in this leasehold property and its current use is as follows (please tick the appropriate box):

The letting is to family members at no rent (If so, please complete part C)

Although the property is not being sublet, a correspondence address is necessary for the following reason (please give brief description):

Landlords Insurance:

We highly recommend you to obtain Landlords Insurance cover in place to deal with any issues or disputes in relation to your tenancy.

Haringey Council does not cover:

- intentional damages caused by your tenants***
- the personal loss of your private tenants***
- Personal disputes regarding rent and anti-social behaviour***

Haringey Council does not arrange alternative accommodation for private tenants on behalf of the leaseholder.

Declaration

I / we confirm that the information I / we have provided above is correct. I / we undertake to notify you whenever there are any changes which affect the information I / we have provided.

I / we are aware that if I / we deliberately withhold information or provide false information this could result in additional charges being payable and / or legal action since it would constitute a breach of the lease.

PLEASE NOTE THAT ALL LEASEHOLDERS MUST SIGN

Signed:

Date:

Sublet form / correspondence address form

Signed:	-----	Date:	-----
Signed:	-----	Date:	-----

Part H – Subletting

Subletting charge: you have two options – please see enclosure, 'Subletting charges'. Please tick **one box** to indicate which option you have chosen:

- Annual charge of £20 (if you choose this option, you will not need to do anything more since the charge will be added to your annual service charge)
- A fee of £75 every time your tenants change. Please enclose your cheque for £75 (payable to London Borough of Haringey) if you wish to pay this way.

Declaration

I / we confirm that the information I / we have provided above is correct. I / we undertake to notify you whenever there are any changes which affect the information I / we have provided.

I / we are aware that additional charges will be payable if the Leasehold Services is not notified of any change of tenancy or the tenancy agreement since it would constitute a breach of the lease.

PLEASE NOTE THAT ALL LEASEHOLDERS MUST SIGN

Signed:	Date:
Signed:	Date:
Signed:	Date:

Please complete and return form to:

Homes for Haringey
Leasehold Services
6th Floor
Alexandra House
10 Station Road
London
N22 7TR

