

Leasehold Services Update/Subletting Form

Please complete in full all relevant sections of this form to confirm the sublet status of your property or reasons for an alternative correspondence address.

This form should be completed by the named leaseholder(s) ONLY

Section 1: Your Details

Property Address:			
Leaseholder Name(s):			
Correspondence Address:			
		Post Code	
Home Phone Number			
Mobile Phone Number			
Email Address			
Other Leaseholders: <i>If other named Leaseholder(s) require a different correspondence address please provide name and address details below</i>			

Section 2: Confirmation of sublet

Are you currently subletting your property? YES NO

If YES, are you letting this property out as a Home in Multiple Occupation (HMO) – minimum of 3 or more people in 2 or more households YES NO

If you are NOT subletting your property, please provide details as to why you require an alternative correspondence address 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 or will be letting my property out for

Less than 12 months 12 months or more Not Applicable

Please provide the names of tenants **residing** at this address, and provide the start and end date of their tenancies. This should not include the managing agent.

Tenant	Start Date	End Date
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		
Tenant 5		
Tenant 6		

Section 4: How is your property managed?

Please confirm how your sublet is being managed.

Private Sublet Managing Agent Other (please specify) _____

Section 5: Management's details

If your property is being managed by a managing agent please confirm their details below.

Please note that you are still responsible for informing Tower Hamlets Homes for every tenancy that is in place and to pay the sublet registration administration fee of £25 per tenancy issued. We will not be contacting your managing agent for details of the current occupying tenants.

Name of Managing Agent			
Managing Agent Address			
		Post Code	
Name of Any Advisors			
Phone Number			
Email Address			

Section 6: Declaration

I/we the named leaseholder(s) on this form confirm that the details given are correct. I/we also understand that we remain fully responsible for adhering to the terms of the lease. I/we also understand that the property cannot be used as a short term or holiday let (e.g. Airbnb).

(At least one leaseholder is required to sign the declaration)

Leaseholder 1			
Signature		Date	
Leaseholder 2			
Signature		Date	
Leaseholder 3			
Signature		Date	
Leaseholder 4			
Signature		Date	

I have enclosed a copy of the Tenancy Agreement(s)

The property has a gas supply and I have enclosed a copy of the Gas Safety certificate

There is a sublet registration administration fee of £25 PER TENANCY issued for the duration of the sublet. The relevant fees become payable upon renewal of any sublet registration, or any new tenancies issued.

We are currently only accepting telephone call back payments using a Debit/Credit Card for this service. We will ring you within 5 working days so that you can make this payment.

I would like a call back to pay my fees with a Debit/Credit Card by telephone

Contact Name..... Contact Number.....

Data Protection Statement

Tower Hamlets Homes collects and processes personal information about our residents to provide social housing and services related to housing. We process your data in accordance with the General Data Protection Regulation (GDPR) and UK privacy legislation. Further information can be found in our Privacy Notice on our website at: www.towerhamletshomes.org.uk/Aboutthesite/GDPR.aspx

If you require help or further information about this form please contact us:

Tel: 020 7364 5015

Post: Leasehold Services, Tower Hamlets Homes, PO Box 66355, London E14 1GU