Notification of Sub Letting

Your lease requires that you notify us every time you grant an under lease.
Please complete this form to tell us about your sub tenant.

Leaseholder Details

Name of leaseholder (s) 1

2

3

Full address of leasehold property

Leaseholder Correspondence Details

Correspondence address

Contact telephone number

Emergency contact number

Email address

Managing Agent Details

Agent Name

Address of agent

Contact telephone number

Email address

Tenant Details

Name of tenant (s) 1

* please list tenants over the age of 18

2

3

Contact telephone number

Emergency contact number

Email address

Number of occupants under 18

* You must not overcrowd the property

Date of tenancy Start End

Enclosures

Please ensure you provide the following documents within 48 hours of submitting this form. Failure to provide the requested documents will result in a £50 charge being applied to your account.

- [ ] Current valid gas safety certificate
- [ ] Current electrical safety certificate
- [ ] Tenancy agreement
- [ ] Consent to let from mortgage advisor or confirmation that you do not have a mortgage or do not need consent
- [ ] Proof of landlords insurance
- [ ] Proof of your tenant's right to rent
- [ ] Direct Debit form (if you don't currently pay by Direct Debit)

I / we confirm that the information provided on this form is correct and I / we will:

- notify Southway Wythenshawe Homes of any changes to the tenant or tenancy
- ensure service charges are paid on time and by Direct Debit
- ensure our tenant does not cause any nuisance
- not allow the property to become over crowded
- follow the requirements of the Building Insurance Policy
- provide Southway Wythenshawe Homes with a copy of the annual gas safety certificate every year
- pay any charges applied as a result of Southway Wythenshawe Homes taking action to remedy any breach of lease caused by our tenant

I /we agree to pay Southway Wythenshawe Homes £50.00, this being my / our service charge account, this being the administration fee payable for sub letting notifications. This charge is payable each time we re-let the property.

All leaseholders must sign. If you are unable to digitally sign this document you must print it and sign it.

Leaseholder 1 _____ **Leaseholder 2** _____

Leaseholder 3 _____ **Leaseholder 4** _____

You can email this form to us by clicking on file, save and send, send as attachment.

Alternatively you can send it us at leasehold@geckohomes.co.uk