

APPLICATION TO SUB-LET

YOUR DETAILS

	Leaseholder 1	Leaseholder 2
Name		
Date of Birth (required) *		
Email Address (required) *		
Contact Preference		

**to access our customer portal you must provide this information*

Address of Property

Please provide a 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

NOTIFICATION OF INTENTION TO SUB-LET PROPERTY

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

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.

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

	Leaseholder 1	Leaseholder 2
Signature		
Print Name		

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