

Subletting/contact address update 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:			
Number of bedrooms within the property:			
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 <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> 12 months or more <input type="checkbox"/> Not Applicable <input type="checkbox"/>					
Please provide the names of tenants residing at the property, and provide the start and end date of their tenancies. This should not include the managing agent.					
Tenant 1		Start Date		End Date	
Tenant 2		Start Date		End Date	
Tenant 3		Start Date		End Date	

Tenant 4		Start Date		End Date	
Tenant 5		Start Date		End Date	
Tenant 6		Start Date		End Date	

Section 4: Important information regarding your tenant(s)

To ensure we are better positioned to provide services to the building in the case of an emergency, please state below if any of your tenants have a disability such as being visually impaired or have hearing impairment, or mobility challenges (e.g on a wheelchair).

Name(s) of tenant(s) & disability.....

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.....

.....

State any other vulnerability we should be aware of:.....

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Section 5: Managing agent's details

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

Please note that you are still responsible for informing The Council for every tenancy that is in place and pay £28 Admin Fee for each tenancy. 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

If you have more than one tenant and tenancies, you will be required to pay £28 for each tenancy agreement you have in place, please state how you are making the payment.

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

Your contact Number.....

Data Protection Statement

Tower Hamlets Council 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 Email: subletting@thh.org.uk
Leasehold Services, London Borough of Tower Hamlets, Tower Hamlets Town Hall, 160 Whitechapel Road, London, E1 1BJ**