

Sublet registration form



PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Part A – Leasehold property

(1) Leasehold property address: _____

Part B – Leaseholder's details

(2) Name of leaseholder(s):

(1) _____ (2) _____ (3) _____

(3) Correspondence address: _____

(4) Contact phone numbers

H: (1) _____	H: (2) _____	H: (3) _____
W: (1) _____	W: (2) _____	W: (3) _____
M: (1) _____	M: (2) _____	M: (3) _____
☎: (1) _____	☎: (2) _____	☎: (3) _____

Part C – Sublet details

(5) Please tick one of the following boxes to confirm how the property is being sublet:

- through a managing agent
- to Haringey Council (known as private sector leasing)
- to a housing association
- to family members
- through none of the above. Please specify _____
(e.g. being sublet privately)

(6) Please give details of the managing agent or housing association (if applicable):

Name and address: _____

Contact phone number: _____

Please turn over

Part D – Tenants

(7) Name of resident(s):

(1) _____ (2) _____ (3) _____

(8) Contact details for emergencies: (please confirm accuracy with residents)

H: (1) _____	H: (2) _____	H: (3) _____
W: (1) _____	W: (2) _____	W: (3) _____
M: (1) _____	M: (2) _____	M: (3) _____
☎: (1) _____	☎: (2) _____	☎: (3) _____

Part E – Tenancy details

(9) End date of this sublet (i.e. end date of tenancy agreement): _____

(10) Please confirm that the following conditions of the buildings insurance policy have been met by ticking the appropriate boxes below:

- the property is let for 6 months or more
- the sublet is managed by a managing agent who holds a deposit against loss or damage
- there is an assured shorthold tenancy agreement between you and your tenant(s)
- the tenancy agreement conforms with the appropriate legislation, as drawn up by the agent and with our lease agreement.

(11) Please confirm whether the sublet is a single or multiple let: _____

For example, if you sublet to a family this would be classed as a single let, if you sublet to a group of students, this would be classed as a multiple let.

Part F – Declaration

I/we understand that as leaseholder(s) I/we remain responsible for complying with the terms of the lease during the period that the property is sublet.

I/we also agree to provide Homes for Haringey with a copy of the tenancy agreement, if requested.

Signed: _____ Date: _____

Signed: _____ Date: _____

Please complete and return this form to FREEPOST RSTT-LHLJ-LXAT, Homes for Haringey, Home Ownership Team, 8th Floor, 10 Station Road, Wood Green, London, N22 7TR.