

# Sublet form / correspondence address form



Homes for Haringey

## Private & Confidential

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Your leasehold property address: .....

### Part A – Your (the leaseholder’s) details

(please include the names of all leaseholders)

	First name	Family name
1		
2		
3		

Your correspondence address:

.....  
.....  
.....  
Postcode

Phone:

Mobile:

Email

**SUBLETTING?** If you are not subletting, please tick this box  and go to **Part G** of the form

### Part B – Sublet details

(Please tick **one** of the following boxes.) **Note: letting to a family member at no rent is classified as a sublet and registration is required.**

- |  |                                      |                          |
|--|--------------------------------------|--------------------------|
| <input type="checkbox"/> through a managing agent                              | to family members                    | <input type="checkbox"/> |
| <input type="checkbox"/> to Haringey Council (known as private sector leasing) | being sublet directly to the tenants | <input type="checkbox"/> |
| <input type="checkbox"/> to a housing association                              |                                      |                          |

## Sublet form / correspondence address form

### Part B – Sublet details – (continued)

Managing agent or housing association (if applicable): please give details

Name and address:

Phone:

Email:

If you have a managing agent, please tick the box to confirm they have authority to act on your behalf in the case of an emergency, such as a leakage

### Part C – Tenants

If your property is being occupied by three or more people, you may need to obtain an additional HMO Licence. Further information on this is available on Haringey Council's website.

(please include the names of all tenants who are 18 years old or older)

	First name	Family name
1		
2		
3		
4		

Number of tenants under 18 years of age: \_\_\_\_\_

Phone:

Email:

### Part D – Tenancy details

(please complete as appropriate and inform us if there are any changes)

Start date of your tenancy agreement: \_\_\_ / \_\_\_ / \_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_

**Conditions of building policy** – have the following requirements been met:

Is the minimum letting period in your agreement 6 months or more? **Yes / No**

Is there an assured shorthold tenancy agreement in writing between you and your tenants? **Yes / No**

## Part E – General conditions

When subletting your property you should:

- Pay your service charges on time
- Ensure your tenants follow the enclosed '**Rules of residence**' and that they do not increase the number of people living there
- Not leave your property unoccupied more than 30 days. The building insurance policy states that cover will cease after 30 days in respect of malicious damage, theft or attempted theft, and burst water pipes until the property is lived in again
- Provide your tenants with an annual gas safety certificate for the gas appliances in the property
- Inform the Leasehold Services Team of any changes in your tenants within one month and pay the registration charge if you have opted not to pay the annual sublet fee.

## Part F – Data protection

- Homes for Haringey has an obligation to protect your personal data in accordance with the Data Protection Act 2018. This includes names, addresses, phone numbers, and emails and so on. However it may be necessary to share this information with departments in Haringey Council, who must also comply with the requirements of the Act.
- Where outside contractors are required to carry out work in the building, contact details may be released to them under the terms of the Act. We will hold and process personal information within Homes for Haringey as we see fit and in accordance with this Act.

## Part G – Not subletting

If you're **not** subletting please complete this section. [If you are subletting, go to Part H]

Although the property is not being sublet, a correspondence address is necessary for the following reason (please give brief description):

## Part H – Subletting

**Subletting charge:** you have two options – please see enclosed ‘Subletting charges’ document. Please tick **one box** to indicate which option you have chosen:

- Annual charge of £20 (if you choose this option, you will not need to do anything more since the charge will be added to your annual service charge)
- A fee of £75 every time your tenants change. Please enclose your cheque for £75 (payable to London Borough of Haringey) if you wish to pay this way.

### Declaration

I / we confirm that the information I / we have provided above is correct. I / we undertake to notify you whenever there are any changes which affect the information I / we have provided.

I / we are aware that if I / we deliberately withhold information or provide false information this could result in additional charges being payable and / or legal action since it would constitute a breach of the lease.

**PLEASE NOTE THAT ALL LEASEHOLDERS MUST SIGN**

Signed: ..... Date: .....

Signed: ..... Date: .....

Signed: ..... Date: .....

Please complete and return form to:

[leaseholdservices@homesforharingey.org](mailto:leaseholdservices@homesforharingey.org)

or post to:

Leasehold Services  
Homes for Haringey  
2<sup>nd</sup> floor, 48 Station Road  
London N22 7TY