

Change of correspondence for leasehold properties form

If, you would like all correspondence to be sent to an alternative address, other than your leasehold property, then please, complete the form below.

If the property is vacant then please tick the box, if not a sublet registration form will be sent to you.

This form must be completed and signed by all leaseholders registered at the property.

Leasehold property address	
Correspondence address	
Mobile number	
Landline number	
Email	

Leaseholder	Print name	Signature	Date
1			
2			
3			
4			

Should your circumstances change whilst you are the owner of the above leasehold property, please contact:

Home Ownership, Harlow Council, The Water Gardens, Harlow CM20 1WG

Phone: 01279 446424

Email: homeownership@harlow.gov.uk

Privacy notice

Harlow Council understands that your privacy is important to you. The details you provide on this form will be kept private and confidential. However, Harlow Council is under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Please contact the council's Data Protection Officer if you require further information about the use of data collected in this form data.protection@harlow.gov.uk or visit our website www.harlow.gov.uk/data-matching.