

Sublet registration form

This form must be completed and signed by **all leaseholders** of the property.

1 Leasehold property details

Leasehold property address (including postcode)	
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2 Lessee details

Please include the name of each leaseholder in full, including title.

Leaseholder 1	
Leaseholder 2	
Leaseholder 3	
Leaseholder 4	

Contact details

Correspondence address (including postcode)	
Phone numbers	
Email	

3 Sublet details

Please tick the relevant box below to indicate how the property is being sublet.

Through a letting agency or property management company	
To Harlow Council (known as private sector leasing)	
To a housing association	
To family members	
Other (please specify)	

Letting agent, management company or housing association details (if applicable)

Company name	
Address (including postcode)	
Contact person	
Phone number	
Email	

4 Tenant details for emergency use

Please include the name of each tenant in full, including title.

Tenant 1	
Phone numbers	
Emails	
Tenant 2	

Phone numbers	
Email	

5 Tenancy details

Please tick the boxes below to confirm the statements apply.

The property is let for 6 months or more	
A deposit against loss or damage is held by an approved deposit agency	
There is an assured short hold tenancy agreement between you and your tenants	
The tenancy agreement conforms to required legislation and reflects the terms within your lease	

Start date of this tenancy agreement	
End date of this tenancy agreement (if specified)	
Is the sublet a single or multiple let? *	

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

6 Enclosures

Please tick the boxes below to confirm you have enclosed the documents.

Gas safety certificate (CP12) if there is a gas supply to the property	
Electrical installation condition report (EICR) or similar	

As a landlord, by law you must obtain these certificates. The gas safety inspection has to be carried out by a Gas Safe Registered engineer at least every 12 months, or upon change of tenants. The electrical report is required every 5 years. There is a duty on Harlow Council as the local authority to ensure landlords comply with this legislation and a copy of the report will be held by the council's Compliance team.

7 Declaration

Please tick the boxes below to confirm your agreement to each statement.

You understand that as leaseholders you remain responsible for complying with the terms of the lease during the sublet period	
You agree to provide Harlow Council with a copy of the tenancy agreement, if requested	
You agree to pay the council's fee for this registration	

Please tick the relevant box below to confirm payment method and add the date payment made.

Method	Used	Date
Phone (call the council on 01279 446655 to pay by card)		
Bank transfer Account Name: Harlow Council Sort Code: 20-20-35 Account No.: 23883698 Bank: Barclays Bank PLC, 40/41 High Street, Chelmsford, CM1 1BE Reference to use: 6/19543 7673		
Cheque enclosed		

This form must be signed and dated by all leaseholders named on the lease.

Leaseholder	Name	Signature	Date
1			
2			
3			

4			
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Privacy notice

By completing this sublet registration form you are giving Harlow Council's Home Ownership section consent to process your personal data. Your personal information may be shared with other departments within Harlow Council and with our contractors, HTS (Property and Environment) Ltd for example to ensure that repairs are carried out. We may need to share personal information with the Council Tax, Housing Benefit and Legal sections when processing applications and recovery. We will only share the information that is necessary for the service to be provided. For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject and our record retention policy please view our main privacy notice on our website by visiting: www.harlow.gov.uk/privacy

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. The Audit Commission currently requires us to participate in a data matching exercise to assist in the prevention and detection of fraud. Further information about the data matching exercise is available on Harlow Council's website at www.harlow.gov.uk/data-matching

Returning this form

Please return this form by post or email to:

Harlow Council
Home Ownership Section
Civic Centre
The Water Gardens
Harlow
CM20 1WG

Email: homeownership@harlow.gov.uk

Phone: 01279 446424