

SUBLET REGISTRATION FORM

PLEASE NOTE THIS FORM MUST BE COMPLETED AND SIGNED BY
ALL LEASEHOLDERS REGISTERED AT THE PROPERTY.

PART A – LEASEHOLD PROPERTY Please complete the below details:

LEASEHOLD PROPERTY ADDRESS: _____
_____ POSTCODE: _____

PART B – LEASEHOLD DETAILS Please complete the below details:

NAME OF EACH LEASEHOLDER (PRINT NAME) IN FULL

LEASEHOLDER 1	
LEASEHOLDER 2	
LEASEHOLDER 3	
LEASEHOLDER 4	

CORRESPONDENCE PROPERTY ADDRESS: _____
_____ POSTCODE: _____

CONTACT DETAILS: HOME NUMBER: _____ WORK NUMBER: _____
MOBILE: _____ EMAIL: _____

PART C – SUBLET DETAILS Please tick one of the below boxes to confirm how the property is being sublet:

- THROUGH A MANAGING AGENT
 TO HARLOW DISTRICT COUNCIL (KNOWN AS PRIVATE SECTOR LEASING)
 TO A HOUSING ASSOCIATION
 TO FAMILY MEMBERS
 THROUGH NONE OF THE ABOVE (E.G. BEING SUBLET PRIVATELY) PLEASE SPECIFY:

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

Please complete the below details:

NAME (IN FULL): _____
ADDRESS: _____
_____ POSTCODE: _____

CONTACT DETAILS: NAME: _____ TELEPHONE NUMBER: _____
MOBILE: _____ EMAIL: _____

PART D – TENANT(S) DETAILS (FOR EMERGENCIES) Please complete the below:

NAME OF EACH TENANT (PRINT NAME) IN FULL

TENANT 1	
TENANT 2	

CONTACT DETAILS: HOME NUMBER: _____ WORK NUMBER: _____
MOBILE: _____ EMAIL: _____

PART E – TENANCY DETAILS Please tick and confirm the below statements:

- 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 SHORT HOLD TENANCY AGREEMENT BETWEEN YOU AND YOUR TENANT(S)
- THE TENANCY AGREEMENT CONFORMS TO THE APPROPRIATE LEGISLATION AND REFLECTS THE TERMS OF YOUR LEASE AGREEMENT

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

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, however, if you sublet to a group of students, this would be classed as a multiple let)

PART F – ENCLOSURES Please tick to state you have enclosed the following documentation:

- Gas Safety Certificate (CP12)

The gas safety inspection has to be carried out by a Gas Safe Registered engineer and is valid for 12 months. If you have a valid gas safety certificate please enclose this.

PART G – DECLARATION Please circle each statement below and sign to confirm all details on this form are correct:

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 Harlow Council with a copy of the tenancy agreement, if requested.

I / WE enclose the sum of £87.05 which covers the Council's costs in registering the details of the sublet.

Harlow Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. Harlow Council understands that your privacy is important to you. The details you provide on this form will be kept private and confidential. However, as part of your lease it may be necessary to share personal information with the Harlow Council's Council Tax, Housing Benefit and Legal sections when processing applications and recovery and Estate Agents in relation to landlord leaseholders. In order to ensure that Major work repairs are carried out to the property it may be necessary, in very limited and specific circumstances, to share personal information with HTS (Property and Environment) Ltd and any other contractors working on behalf of Harlow Council.

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

By completing this Sublet Registration Form you are giving Harlow Council's Home Ownership Section consent to process your personal data. **Please note that this form must be signed by all leaseholders responsible for the property.**

	PRINT NAME	SIGNATURE	DATE
LEASEHOLDER 1			
LEASEHOLDER 2			
LEASEHOLDER 3			
LEASEHOLDER 4			

PLEASE RETURN THIS FORM TO:

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

Telephone: 01279 446424 Fax: 01279 446744
email: homeownership@harlow.gov.uk