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| **SUBLET REGISTRATION FORM** | |
| **THIS FORM MUST BE COMPLETED AND SIGNED BY ALL LEASEHOLDERS REGISTERED AT THE PROPERTY**  Important: Please read the Terms and Conditions and the Notes Contained in Section 5 before completing this Application. | |
| THE SUBLET FEE PAYABLE IN ACCORDANCE WITH YOUR LEASE IS: | £……………\* |

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| **SECTION 1 – LEASEHOLD PROPERTY ADDRESS** |
| Leasehold Property Address: |
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| Leasehold Property Postcode: |

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| **SECTION 2 – LEASEHOLDER DETAILS**  *Please provide the following details for each leaseholder - an incomplete form may delay your application* |

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| Leaseholder 1 | |
| Title |  |
| First Name(s) |  |
| Last Name |  |
| Telephone Number |  |
| Email Address |  |
| Signature |  |

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| Leaseholder 2 | |
| Title |  |
| First Name(s) |  |
| Last Name |  |
| Telephone Number |  |
| Email Address |  |
| Signature |  |

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| Leaseholder 3 | |
| Title |  |
| First Name(s) |  |
| Last Name |  |
| Telephone Number |  |
| Email Address |  |
| Signature |  |
| **SECTION 2a – SUBLET TENANT DETAILS**  *Please provide the following details for the tenant(s) residing at the leasehold property* | |
| Tenant Details | |
| Tenant 1 – Full name |  |
| Tenant 2 – Full name |  |
| Tenant 1 - Telephone Number |  |
| Tenant 2 - Telephone Number |  |
| Tenant 1 - Email Address |  |
| Tenant 2 - Email Address |  |

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| **SECTION 3 – LEASEHOLDERS NEW CORRESPONDENCE ADDRESS & DETAILS OF MANAGING AGENT/LETTING AGENT (IF APPLICABLE)** | |
| Leaseholders New Correspondence Address |  |
| Managing Agent Name & Address  (if applicable) |  |
| Managing Agent Email Address/ Contact Telephone |  |

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| **SECTION 4 – GAS SAFETY CERTIFICATE** |
| An LGSR – a landlord gas safety record must also by law be supplied to your tenant. The importance of gas safety is considered paramount by the Council and we therefore request a copy of this certificate to complete our gas safety records on the block which houses your leasehold property. |

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| **SECTION 5 – DECLARATION & PAYMENT** |
| * As leaseholders I/We understand I/We remain responsible for complying with the terms of the lease during the period the property is sublet. We will also be responsible for ensuring any tenants comply with the lease, for example they do not cause damage or nuisance. Failure to do so may result in action against us the leaseholder * \* The fee in respect of the Councils costs in registering the sublet property/devolution of dealing is £121.80 (inclusive of VAT) or as specified in line with the terms of your lease. If you require confirmation of the amount due, please telephone 01992 564428 or contact [homeownershipteam@eppingforestdc.gov.uk](mailto:homeownershipteam@eppingforestdc.gov.uk) * You can make payments online at www.eppingforestdc.gov.uk using a debit or credit card. * Once full payment is received, the Home Ownership Team will advise the insurance section you will be subletting your leasehold property * Failure to comply may mean that the buildings insurance policy held with Protector Insurance is invalidated * If you have a mortgage lender, you should contact them to request permission. This could have a bearing on your current mortgage arrangement, and you may be in breach of any mortgage that is secured against the property * I/We understand that we are required to inform your contents insurance company or cover may be lost * I/We understand that if we rent our home to someone else, I/We understand that we are still legally responsible for the payment of all service charges, ground rent, buildings insurance and major work costs. * I/We understand that If I/We sublet our leasehold property, I/We will become a landlord. Under government legislation which came into effect on 1 October 2008, I/We will by law be required to produce to our tenants an Energy Performance Certificate. * The Electrical Safety Standards in the Private Rented Sector (England) Regulation   2020  New government legislation states that landlords must ensure every fixed electrical  installation is inspected and tested at least every five years by a qualified person. The  Regulations also state that a landlord is required to obtain a report of the results of the  inspection and test, supply it to each tenant within 28 days and retain a copy until the  next inspection is due.  What is an EICR?  EICR - An Electrical Installation Condition Reports (EICR) is an official document that  is produced following an assessment and testing of the electrical installation  (Consumer unit, wiring, sockets, switches etc). This is an in-depth check and is usually  valid for 5 years upon its completion, however this can vary due to the age and  condition of the installation. During an EICR, the consumer unit (or fuse board), wiring  and electrical accessories are thoroughly tested and inspected for faults or deviations  from the current BS7671 Wiring Regulations.  As of 1st April 2021 - Rule applies to all existing tenancies - A landlord must supply any  current tenants with a copy of a satisfactory EICR report. Upon request, the report must  be provided to the local housing authority (Epping Forest District Council) within 7  days. The Regulations require local housing authorities to enforce the rules and they  have the power to arrange remedial action. Proven breaches of the Regulations can  result in the local housing authority imposing a financial penalty of up to £30,000.  The above list may not be exhaustive and therefore you may wish to take independent advice regarding any other requirements that would be appropriate as your status would become that of a landlord. |

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| Please return this form: | |
| Online: | [https://www.eppingforestdc.gov.uk/housing/leaseholders/sell-or-let/](https://www.eppingforestdc.gov.uk/housing/leaseholders/sell-or-let/%20) and follow the upload link |
| By email: | [homeownershipteam@eppingforestdc.gov.uk](file:///C:\Users\sstanley.EFDC.001\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\P2LPDMX8\homeownershipteam@eppingforestdc.gov.uk) |
| By post: | Epping Forest District Council  Home Ownership Team  Civic Offices  High Street  Epping  Essex  CM16 4BZ |

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| Once we are in receipt of the fully completed Sublet Registration Form and the required funds, we will update our records accordingly. Confirmation of registration will then be provided.  By providing details of any tenant residing at the property you are giving your permission for the Council/Qualis to discuss any block repairs or block issues reported plus permission for the Council/Qualis to liaise with the tenant regarding any access to the property necessary to ensure compliance.  Please ensure that any change of tenants is notified immediately to: [homeownershipteam@eppingforestdc.gov.uk](mailto:homeownershipteam@eppingforestdc.gov.uk)  If you have any queries regarding this process, please telephone 01992 564428 |
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