

Please complete and return this form to Newlon Home Ownership together with your administration fee of £100 +VAT (Currently £115.00)

To: Newlon Housing Trust, 204 Hoxton Street, London N1 5LH

For the attention of the Home Ownership Team

Name:

Address:

.....

Telephone No:

I wish to sub-let my property for the following reasons:

I understand the my Lease Agreement stipulates that I can only sub-let with the permission of Newlon Housing Trust, and enclose the following information on which a decision can be based:

- Evidence to support the reasons why I/We wish to sub-let.
- Confirmation that my Mortgage lender has confirmed agreement that I/We can sub-let (I/we are aware that it is a condition of my mortgage that I gain their approval before renting out the property).
- A copy of the proposed Assured Short hold Tenancy Agreement

If permission is temporarily granted I understand that I/We will continue to be legally responsible for all repairs at the property and for payment of all rent and service charges due Newlon Housing Trust. I/We will also be responsible for the behavior and actions of our tenants and will not allow the property to be used for immoral purposes or be over occupied.

I/We understand that it is our responsibility to ensure that our tenants do not breach the rules and regulations within our lease or loan agreement relating to the behaviour of the occupiers of the property, do not misuse the premises in any way and do not commit Anti Social behaviour. If in Newlons view this happens we understand that this agreement will end and I/We will be liable for cost of dealing with problems that have arisen. *YES/NO

I/We will also provide a forwarding address and contact details before the tenancy commences. *YES/NO

I/We confirm that we have read and understood the "Sub-letting a Guide for Leaseholders" that was sent with this form. *YES/NO

Has your mortgage lender granted permission for you to sublet? *YES/NO

(Please provide a copy of the 'in principle' decision in writing from your lender – we will not be able to consider the request further without this)

Is a copy of the tenancy agreement attached? *YES/NO

If NO do you agree to use the agreement we are able to provide? *YES/NO

(Please provide a copy of the agreement you intend to use if consent is given. Your letting agent will be able to provide you with this – we will not be able to consider the request further without this.

If consent to sublet is given, I understand that I will remain responsible for paying the mortgage, rent and any service charges for the property *YES/NO

I/We enclose a cheque for £115 for the administrative costs associated with this transaction. *YES/NO

(Newlon will not be able to consider the request further without this)

Signed:

.....

Date:

If your lease or loan agreement is in joint names both must sign this request form.
****Delete as necessary***