

COLCHESTER BOROUGH HOMES

SUB-LET REGISTRATION FORM

Please complete this form in block capitals

PART A – Leasehold Property

(1) Leasehold Property Address: _____

PART B – Leaseholder's Details

(2) Name of Leaseholders: _____

(3) Correspondence Address: _____

(4) Contact Numbers

H (1) _____ H (2) _____ H (3) _____
W(1) _____ W(2) _____ W (3) _____
M (1) _____ M (2) _____ M (3) _____
☎ (1) _____ ☎ (2) _____ ☎ (3) _____

PART C – Sublet Details

(5) Please highlight one of the following options to confirm how the property is being sublet

Through a Managing Agent

To Colchester Borough Council (known as Private Sector Lettings)

To a Housing Association

To Family Members

Through none of the above. Please specify _____
(e.g. being sublet privately)

(6) Please give details of the Managing Agent or Housing Association (if applicable)

Name and Address: _____

Contact Telephone Number: _____

TEN106
Please Turn Over



PART D – Declaration

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 sub-let and the actions of my tenant(s)

I/we also agree to provide Colchester Borough Homes with a copy of the Tenancy Agreement if requested

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Please complete and return this form to Leasehold Services, Colchester Borough Homes, PO Box 7888, Colchester Essex CO3 3YB

FREQUENTLY ASKED QUESTIONS ABOUT SUBLETTING

Can I sublet my property?

Yes! Under the terms of your lease you are allowed to sublet (that is, rent) your property out to someone else, but you will need to register the sublet with Colchester Borough Homes Leasehold Services, within one month of subletting. If you have a mortgage you will probably need to get your mortgage lender's permission to sublet. It is your responsibility to get this.

We also recommend that you get independent professional advice from a solicitor or managing agent on your rights and duties as a landlord before you sublet your property.

Why do I have to register the sublet with you?

We have to take overall responsibility for the safety and security of the building your flat is in. We also have to take action to reduce the likelihood of anti-social behavior. It is therefore important for us to know which properties are being sublet and to have contact details for you.

We must be able to contact you in emergencies to minimize any problems (for example, fires or water leaks). All correspondence, notices and bills for your attention must also be sent to the correct address otherwise legal action may be taken against you without your knowledge. We must be able to contact you or the managing agent/housing association (if applicable) if there are any problems with your tenants.

How do I register the sublet?

You must fill in a registration form and send it to the address below. Registration is free

Leasehold Services

Colchester Borough Homes

PO Box 7888

Colchester

Essex

CO3 3YB

Do I have to register if I rent my property to members of my family?

Yes, because you, as the leaseholder, are still responsible for your property and any correspondence, notices and bills for your attention must be sent to you, and it will be you who we will contact in the event of an emergency

Do I have to register if I rent my property back to the council?

Yes, it will still be classed as subletting as you will be granting a short-term tenancy to the council.

What are my responsibilities under the lease if I sublet?

The lease will still be in your name so even though you may not be living at the property, you must make sure that the terms and conditions of the lease are followed. This means that you are responsible for both the property and the way that your tenants, their household and visitors behave. This is irrespective of any agreement that you may have with your managing agent or tenant. If any of the terms of the lease are breached the council will take legal action against **you**.

What sort of tenancy agreement should I have with my tenants?

To protect your investment in the property you **must** have a formal tenancy agreement with your tenants which include all of the conditions that apply to you as leaseholder under the lease. Your tenants will then be legally bound to behave responsibly (such as not storing gas canisters in the flat) and not to cause any nuisance or harassment in the flat, the shared (communal) parts of the building or in the surrounding area. For example, if your tenants committed antisocial behavior which affected other residents you would have the protection of the tenancy agreement to take action against your tenants to evict them.

However, we would advise you to get independent professional advice from a solicitor before entering into any tenancy agreement.

What about service charges?

As the leaseholder, you will still be responsible for paying service charges, ground rent and Major Work's invoices. If payments are not made, the council will take legal action against you, not your tenants.

Will my buildings insurance premium increase if I sublet?

No! Subletting your property will not affect your Building Insurance Premiums

What about my home contents insurance?

You must check with your insurers whether your policy will provide cover if you sublet and make arrangements to extend the cover if it does not.

What if I get new tenants or my contact details change?

You must notify the Colchester Borough Homes Customer Services Team on 01206 282514 immediately so that we can update our records.

Who is responsible for gas safety in the flat?

As a landlord, you will have responsibilities under the Gas Safety (Installation and Use) Regulations 1998. You will be legally responsible for making sure that the gas appliances, pipe-work and flues in the flat are safe and well maintained. You must arrange for a gas safety check to be carried out by a Gas Safe registered gas engineer each year and give your tenants a copy of the gas safety check record (CP12). You must also give your tenants a copy before they move in. Failure to meet these gas safety requirements can lead to criminal prosecution resulting in a large fine or possibly even imprisonment.

For more information on gas safety and your responsibilities as a landlord, you can visit the Health and Safety Executive's website at www.hse.gov.uk or call the gas safety advice line on 0800 300 363.

What other landlord's responsibilities will I have?

You must make sure that any electrical appliances that you supply are safe to use.

You will be responsible under the Landlord and Tenant Act 1985 for repairs to heating and hot water installations; baths, sinks, basins and other sanitary installations; and other parts of the flat or installations in it which you own or control and whose disrepair would affect your tenants.

All furniture and furnishings that you supply must meet the fire resistance requirements in the Furniture and Furnishings (Fire) (Safety) Regulations 1998. More information can be found on the Department of Trade and Industry's website [at www.dti.gov.uk](http://www.dti.gov.uk)
