

YOUR REF: SUBLET

OUR REF:



28 JUNE 2010

**PROPERTY:
LEASEHOLDER:**

Dear SIR/ MADAM

I refer to your recent enquiry relating to the subletting of the above property. Please find enclosed documentation relating to sublet notification. If you have or intend to sublet the property, then kindly complete the enclosed 'Sub-let Properties' form and return it to the address provided.

Please be advised that although we do recommend that you go through an estate agent to co-ordinate and manage the let, if you choose not to appoint one, you can manage the let yourself provided that there is a valid assured short-hold tenancy agreement in place and that a deposit is held against any damage caused.

Yours sincerely

A Flood

Mr A Flood
Administration Officer
Direct Line: 020 7926 9330
E-Mail: Aflood@lambeth.gov.uk

London Borough of Lambeth
Insurance Section
3rd Floor Olive Morris House
18 Brixton Hill
London SW2 1RL

Telephone 020 7926 1000
Facsimile 020 7926 9764

www.lambeth.gov.uk



RETURN THIS FORM TO:
RISK & INSURANCE DEPARTMENT
3RD FLOOR OLIVE MORRIS HOUSE
18 BRIXTON HILL
SW2 1RL



**LEASEHOLD BUILDING INSURANCE POLICY
SUB-LET PROPERTIES**

If you sub-let your leasehold property then you are required to complete and return this form to the Risk & Insurance department. Failure to notify of a sub-let property could invalidate the buildings insurance policy on that property.

YOUR LEASEHOLD PROPERTY

«Property_Name», «Post_Code»

LETTING AGENCY DETAILS

NAME OF AGENCY: _____

ADDRESS OF AGENCY: _____

CONTACT NAME: _____ TEL NO: _____

DOES A FORMAL TENANCY AGREEMENT EXIST? YES / NO

DO YOU HOLD A DEPOSIT AGAINST DAMAGE CAUSED? YES / NO

CORRESPONDENCE ADDRESS: _____

_____ CONTACT NO. _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

NAME (PRINT): _____

Please tick the box if you do not want your information to be used by other council departments, with the exception of Homeownership group, in connection to leasehold properties administration.