

Subletting your leaseholder property

Notes to help you if you are letting your property or are planning to do so

A property is considered let when there is a rental agreement between you and a tenant (or managing agent).

If you are letting or are planning to do so, please follow the requirements below to ensure you comply with the terms of the lease and the conditions of the buildings insurance contract.

Letting requirements

Please note we do not enter into a Subletting Agreement where the property is used as an HMO. (An entire house or flat, which is let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet)

- Please complete the attached 'Notification of letting or correspondence address' form and submit it to us within 21 days of letting your property. This form can also be downloaded from our website at www.croydon.gov.uk
- Please enclose a cheque for £50 made payable to London Borough of Croydon and valid gas and electrical safety certificates
- A 'Notification of letting or correspondence address' form needs to be completed, and registration fee paid, for each new letting
- You must continue to comply with the terms of the lease
- You must not allow your tenants to cause nuisance to other residents
- You must continue to pay all service charge and/or major works costs
- You must maintain and repair all internal parts of your property
- You must comply with all legal requirements
- You must advise us if your correspondence address or contact details change. For security reasons this must be in writing.

On receipt of the completed form and fee we will inform the building insurers that we have received notification of the letting. This is a condition of the policy. Failure to notify us may result in claims being refused.

Second home or occupation by relatives

If you are not letting and do not live at the property (for example, your relatives occupy the property, or you use the property as a second home) we would still ask you to return the attached 'Notification of letting or correspondence address' form with your main correspondence address – so we can keep in touch with you directly. As the homeowner, we will need to send you letters such as service charge invoices and notices relating to your property. We also require your emergency contact details in the event of water leaks, burst pipes etc, which need urgent action.

Important

The lease is a signed agreement between Croydon Council and you the leaseholder. This means you are responsible for the conduct of the occupants, the repair of the property and for paying for service charges and major works. This is irrespective of any agreement you may have made with your tenants. If the terms of the lease are breached, you risk action being taken.

Legal requirements

All properties privately rented within the Borough of Croydon are legally required to be licenced with the Council (some exemptions apply). All properties privately rented within the Borough of Croydon are legally required to be licensed with the Council (some exemptions apply). For more information contact the Croydon private rented property licence website at: <https://www.croydon.gov.uk/housing/privatehousing/croydon-private-rented-property-licence/croydon-private-rented-property-licence/croydon-private-rented-property-licence> or propertylicensing@croydon.gov.uk or call 020 8726 6103, available Monday to Friday, 9am - 4pm. A discount exists for first time letting if licenced within the first 28 days.

In addition to our requirements, if you let your property you must also ensure that you comply with regulations set out in law. These include gas and fire safety regulations, Energy Performance Certificates (EPCs).

Please check the 'Thinking about renting out your home?' leaflet for more information.

EPCs for lettings were introduced in October 2008. You are required to obtain an EPC for your property and provide your tenants with a copy free of charge. The EPC shows your property's energy efficiency and suggests ways to improve it. You can find your local accredited Domestic Energy Assessors who supply EPCs at www.epcregister.com or you can call the accreditation schemes directly for a list of their members. Costs vary so we advise you to shop around.

If you have any questions, please contact the Service charges team – contact details below.

Housing, Assessment and Solutions
People Department
Floor 3 zone B
Bernard Weatherill House
8 Mint Walk
Croydon CRO 1EA

Telephone: **020 8726 6100**
Email: hsg-servicecharges@croydon.gov.uk
www.croydon.gov.uk/housing

Notification of subletting or correspondence address form

Part A: Notification of letting property

I am currently/will be letting my property. I am enclosing the following:

A cheque for £50.00 registration fee

Current valid electrical safety certificate

Current valid gas safety certificate

Valid safety certificates provided to Croydon Private Rented Property Licence team please obtain copies from this team

Private rented property licence is:

I confirm that I/we will

1. Remain up to date with service charges, building insurance and ground rent payments
2. Adhere to any payment arrangements made regarding major works charges
3. Ensure that my/our tenants do not cause any form of nuisance to other residents
4. This property will not be used as a House in Multiple Occupancy
5. Agree to my details being passed to the Croydon Private Rented Property Licence (CPRPL) team

Signed

Signed

(All leaseholders must sign)

Part B: Leasehold property details

Name of leaseholder/s

Address of property

Postcode:

Part C: Leaseholder/s correspondence details

Correspondence address of leaseholder/s

Postcode:

Postcode:

Contact telephone no.

Daytime:

Evening:

Emergency contact no.

Part D: Managing agent details

Name of managing agent

Address of managing agent

Postcode:



Part E: Tenant/s details

Names of tenant/s

Dates of tenancy

Start date:

End date:

Part F: Notification of not letting property

I am not currently letting my property but would like to have all correspondence sent to the correspondence address indicated in Part C.

Signed

Signed

(All leaseholders must sign)

Please return this form to:

Housing, Assessment and Solutions
People Department
Floor 3 zone B
Bernard Weatherill House
8 Mint Walk
Croydon CR0 1EA

Telephone: 020 8726 6100
Email: hsg-servicecharges@croydon.gov.uk
www.croydon.gov.uk/housing

Official use only

Registered by line manager

Signature

Date

Please detach this page before sending your application

