Application to sublet (Shared Owners)

Please note that it is not permitted to use your property for AirBNB.

Also you will need to check the London Property Licensing website, www.londonpropertylicensing.co.uk to see whether a licence is required. Where one is required, please ensure that this is in place before making the application.

Name of Newlon Shared Owner/Leaseholder

Address (of property to be sublet)

Reason for request for subletting (evidence of this must be provided – such as letter from employer)

New contact address | **Postcode**

Home phone number | **Mobile phone number** | **Work phone number**

E-mail address

Sublet start date | **Length of time for sublet**

Full name of subtenant 1

Contact address

Home phone number | **Mobile phone number** | **Work phone number**

E-mail address

Full name of subtenant 2

Contact address

Home phone number | **Mobile phone number** | **Work phone number**

E-mail address

Full name of subtenant 3

Contact address

Home phone number | **Mobile phone number** | **Work phone number**

E-mail address

Date of intention to return

Agreement in place for any arrears

Payment (This should be made prior to submitting the form and the payment reference for this inserted here.)

Payment reference:

Right to Rent (Evidence of your prospective's tenants' Right to Rent.)

By submitting this application you understand that the following conditions apply

- I confirm that I understand that it is a breach of my lease to let the property for holiday rentals such as Airbnb.
- I accept responsibility for ensuring the appropriate licence is in place where required.
- You understand that there is a maximum sublet period and that you will return to the property after this time or sell your home.
- You and your tenants will abide by the terms and conditions of the lease, this includes all monthly rent, service charge and mortgage payments being made on time.
- Your subtenant has the Right to Rent for the duration of the tenancy agreement.
- You will not charge more rent to your tenant than your combined rent, service charge, mortgage and letting fee costs.
- You will agree to obtain the necessary gas and electrical safety checks / certificates (these are required by law for you to comply with the landlords obligation to rent out your property).
- That the £40 must be paid regardless of whether approval is given or not and this is not refundable.
- One month prior to the end of your subletting date, we will contact you to ask you to either return to the property and reside there as your principle home, staircase/buy more shares to own 100% or resell the property. You will need a Deed of Variation if you decide to staircase.

- If you do not staircase or resell, we will require evidence to show that you have moved back into the home as well as tenancy surrender confirmation from your previous tenant confirming that they are no longer subletting from you.
- **Please note, if you do not return to your property and continue to allow your tenant to stay at the property after the end date, you are in breach of your Lease and we will seek legal action. This will put you at risk of losing your home and you will incur all legal costs involved.**

Signature of Shared Owner

Name of Shared Owner (printed)

Date

Please note we will require the following evidence/supporting documentation:

- Copy of suggested tenancy agreement.
- Evidence of reasons for requesting sublet. This should be for a period of no more than 12 months.

  The reasons for subletting should genuinely stem from unavoidable need, and are not primarily for speculation or gain. In order to demonstrate 'unavoidable need', supporting evidence must be provided that shows one of the following:
  - An offer of employment and/or job relocation that would require the resident to move.
  - There is a need for the resident to provide ongoing support to a close relative.
  - The resident has unmanageable debt or financial constraints that impact their ability to maintain mortgage payments.
- Evidence of mortgage company's consent.
- Evidence of your prospective tenant's Right to Rent.
- A payment plan to clear any rent or service charge arrears in full (where applicable).

Privacy and data protection

Newlon is committed to managing residents' personal data securely in line with the GDPR. Information about how we manage and store your data, details of our Data Protection Officer and your rights in relation to any personal data we hold can be found in our privacy notice for residents at **www.newlon.org.uk/residents/data-protection**.