

# Application to sublet

**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**

**New postcode**

**Home phone number**

**Mobile phone number**

**Work phone number**

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**E-mail address**

**Contact address of tenant to move in:**

**Home phone number**

**Mobile phone number**

**Work phone number**

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**E-mail address**

**Length of time for sublet**

**Date of intention to return**

**Agreement in place for any arrears**

**Payment reference number**

**Right to Rent** (evidence of your prospective's tenants' Right to Rent)

**By submitting this application you understand that the following conditions apply**

- 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 don't 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 (if shared owner).
- Evidence of Mortgage Company's consent.
- Evidence of your prospective's tenants' Right to Rent.
- A payment plan to clear any rent or service charge arrears in full (where applicable).