

Leaseholder Contact Details Form

It is important we have your up-to date contact information, we may from time to time need to contact you regarding your property. For legal reasons we must be able to correspond directly with you unless you live outside the UK in which case we will need a third party within the UK to correspond with. **We require this form to be completed and returned at the time of sale.**

Contact Information	
Leasehold Property Address:	
Name of Leaseholder/s	
If the above address is not your main home please provide your home address for correspondence: (Please note for legal reasons we require a UK correspondence address)	
Contact telephone number/s	
Email address:	
(Optional) - Any named third party able to access your Leasehold records and to deal with your affairs in your absence (Form must also be signed by nominated third party to authorise responsibility)	
Are you intending to sublet the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Important note</u> If you intend to sublet your property you are required to apply to Leasehold Services at Slough Borough Council for an annual Subletting Licence prior to subletting the property. Please see appendices 1, subletting licence application. The cost for this is £75 per licence.	

Please turn over and complete the Declaration and form of authority

Declaration and form of authority

Please sign, date and print your name below to confirm the information given in this form is accurate and to enable us to discuss your affairs for the leasehold property above with your nominated third party (If any).

Print Name: _____ Signed: _____

Date: _____

This section must be signed by the nominated third party if one has been appointed.

I understand I will be sent correspondence to my address regarding the leasehold property above and have access to discuss affairs for the above property related to the lease.

Print Name: _____ Signed: _____

Date: _____

Please return this form and Appendices 1, if applicable, by post to:

Leasehold Services
Slough Borough Council
Observatory House
25 Windsor Road
Slough, SL1 2EL

Appendices 1

Request for permission to sublet a leasehold property

Leaseholders Name/s:	
Property Address:	
Post code:	
Mortgage lenders name and branch address:	
Has your mortgage lender granted permission for you to sublet? (Please provide a copy of the 'in principle' decision in writing from your lender – we will not be able to consider the request further without this)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a copy of the tenancy agreement attached? (Please provide a copy of the agreement you intend to use if consent is given. Your letting agent will be able to provide you with this. we will not be able to consider the request further without this)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If consent to sublet is given, I understand that I will remain responsible for paying the mortgage, service charges and ground rent for the property	Yes <input type="checkbox"/> No <input type="checkbox"/>
Administration fee of £75 is enclosed and I understand I will be required to pay an additional fee for the licence if approved. (We will not be able to consider the request further without this)	Yes <input type="checkbox"/> No <input type="checkbox"/>

If your lease is in joint names both must sign this request form. *Delete as necessary

Print Name: _____ Signed: _____

Date: _____

Print Name: _____ Signed: _____

Date: _____