

# College Mews Newbury Limited



## New Sublet Licence

Complete this form if you have new tenant in your property. If your tenant is staying or extending their agreement please form "Sublet Licence Extention"

<b>Apartment Owner Detials</b>	
<b>Leaseholder Name *</b> The name[s] of the owner[s] of the apartment	
<b>Leaseholder Address *</b>	
<b>Leaseholder Alternative Address *</b> Please be advised that under section S166(6) of the Commonhold and Leasehold Reform Act 2002, we are required to send all correspondence to a registered address within England or Wales)	
<b>Leaseholder Email Address *</b>	
<b>Leaseholder Mobile *</b>	
<b>Tenancy Details</b>	
<b>Apartment Address *</b>	
<b>Name of Tenants *</b> Names of each of the Tenants	
<b>Name of Letting Agent *</b>	
<b>Letting Agent Address *</b>	

\* Required

Letting Agent Phone Number *	
Letting Agent Emergency Phone Number * In an emergency and out of hours we must be able to contact your agent.	
Letting Agent Email *	
Tenancy Start Date *	
Tenancy Start Date *	
Tenancy Period Type *	<input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Other; _____
Management Type *	<input type="checkbox"/> Managing Agent <input type="checkbox"/> Self Managed (No Agent) <input type="checkbox"/> Professional Serviced Apartment Company <input type="checkbox"/> Other: _____

**Declarations**

<input type="checkbox"/> I/We give you notice under the terms of my/our lease that I/we have sublet the premises to the tenant/tenants or Company referred above. *
<input type="checkbox"/> I/We confirm that we have appended a copy of our Lease to the Tenancy Agreement and that the Tenants are aware of the rules regulations therein. *
<input type="checkbox"/> I/We understand that any breach of the Lease or the Estate Rules by the subtenant will be treated as a breach by us as the Leaseholder and that all costs will be paid by us in resolution of any breach. *
<input type="checkbox"/> I/We confirm that we have paid the appropriate fee to the Managing Agent*

Name	Signature	Date

<b>Other Comments:</b>

\* Required

# College Mews Newbury Limited



## Sublet Licence Extension

Complete this form if your tenant is staying in your property and is just extending/rolling over the lease. If you have a new tenant please use form "New Sublet Licence"

<b>Apartment Owner Details</b>	
<b>Leaseholder Name *</b> The name[s] of the owner[s] of the apartment	
<b>Leaseholder Address *</b>	
<b>Leaseholder Alternative Address *</b> Please be advised that under section S166(6) of the Commonhold and Leasehold Reform Act 2002, we are required to send all correspondence to a registered address within England or Wales)	
<b>Leaseholder Email Address *</b>	
<b>Leaseholder Mobile *</b>	
<b>Tenancy Details</b>	
<b>Apartment Address *</b>	
<b>Name of Tenants *</b> Names of each of the Tenants	
<b>Name of Letting Agent *</b>	
<b>Letting Agent Address *</b>	

\* Required

Letting Agent Phone Number *	
Letting Agent Emergency Phone Number * In an emergency and out of hours we must be able to contact your agent.	
Letting Agent Email *	
Tenancy Start Date *	
Tenancy Start Date *	
Tenancy Period Type *	<input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Other; _____
Management Type *	<input type="checkbox"/> Managing Agent <input type="checkbox"/> Self Managed (No Agent) <input type="checkbox"/> Professional Serviced Apartment Company <input type="checkbox"/> Other: _____

**Declarations**

- I/We give you notice under the terms of my/our lease that I/we have sublet the premises to the existing tenant/tenants or Company referred above under an existing licence.\*
- I/We understand that any breach of the Lease or the Estate Rules by the subtenant will be treated as a breach by us as the Leaseholder and that all costs will be paid by us in resolution of any breach. \*
- I/We confirm that we have paid the appropriate fee to the Managing Agent\*

Name	Signature	Date

**Other Comments:**


\* Required