Please complete the form below and email a photo or scanned copy to [**homeownership@islington.gov.uk**](mailto:homeownership@islington.gov.uk)or post it to: Home Ownership Services, Islington Council, 222 Upper Street, London, N1 1XR.

Please call Home Ownership Services on 020 7527 7715, choose option 5 to pay the sublet registration fee.

|  |  |
| --- | --- |
| Name of leaseholder(s): |  |
| Property address: |  |
| Property reference: |  |
| Correspondence address: |  |
| Telephone number: |  |
| Email address: |  |
| Are you currently subletting your property? | Yes / No (delete as appropriate) |
| If you are not subletting: | (1) Please explain why you need a correspondence address:  (2) If someone other than you resides in the property, please provide their name(s) and contact details: |
| Tenancy start date: |  |
| Tenancy end date: |  |
| Tenant’s name(s): |  |
| Tenant’s telephone number(s): |  |
| Tenant’s email address(es): |  |
| Name, address and contact details of any third party (e.g. managing agent) who is managing the sublet for you: |  |

As the leaseholder you remain responsible for complying with all the terms of the lease during the period that the property is sublet, including: paying all service charges and ground rent; keeping the property in a good state of repair; and ensuring that your tenants do not cause any nuisance to other residents.

Please note that if you sublet your property you are not covered for accidental damage under the buildings insurance policy. This may be subject to change at any time.

Please also note that we don’t send these details to Council Tax. If you need to contact them, please go to www.islington.gov.uk or call 020 7527 2000.is