

Short term/holiday sublet

registration form

Please complete this form if you are renting out your leasehold property for short term/holiday lets. For standard sublets (i.e. if you rent out your property for six months or more at a time) please register online at [islington.gov.uk/homeownersubletting](http://www.islington.gov.uk/homeownersubletting)

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| 1. Leasehold property address: |  |
| 2. Name of leaseholder(s): |  |
| 3. Correspondence address: |  |
| 4. Telephone number: |  |
| 5. Email address: |  |
| 6. Please confirm how/where the property is being advertised for short-term/holiday lets e.g. airbnb.co.uk |  |
| 7. Please call Home Ownership Services to pay the registration fee on 020 7527 7715, choose option 5. | Date fee paid:  |  |
| Payment reference (if known):  |  |
| 8. Declaration: |
| I/we: * agree only to let the property out for no more than 90 days per calendar year (from 1 January to 31 December) on a short-term basis, unless permission is obtained from the Council's planning department to let your property out more frequently
* understand that as leaseholder(s) of the property I/we remain responsible for complying with the lease including ensuring that tenants/their visitors don't cause a nuisance/anti-social behaviour and don't cause damage to the property/block/estate or use the property for illegal or immoral purposes
* understand that I/we remain responsible for paying the council's costs in relation to any breach of lease, even if the breach has been caused by our tenants/their visitors
* have read the Government's guide to fire safety (this applies to short-term lets and it explains how to carry out a fire risk assessment and how to improve fire safety measures) <https://www.gov.uk/government/publications/do-you-have-paying-guests>
* understand the property is not covered for accidental damage under the building insurance policy while it is being sublet
* understand the requirement to notify the building insurer if the property is unoccupied for more than 30 consecutive days
* have/will notify the mortgage lender (if there is one) that the property is being used for short-term lettings
* understand this short-term/holiday sublet registration is valid for 12 months and that if the property continues to be sublet after that, I/we must re-register the sublet for another 12 months
* confirm that the details given above are correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

 **Please email your completed form to** **homeownership@islington.gov.uk** **or post it to us at Home Ownership Services, Islington Council, 222 Upper Street, London, N1 1XR**