

RETURN TO:

London Borough of Brent
Home Ownership Team
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Notification to Register Subletting

Leasehold Property:

Customer Reference: **FD48/**

Name of Lessee(s):

* I hereby confirm that I am currently the lessee of the above property and that I wish to **register subletting**. I enclose a cheque in respect of an administration fee of **£60.00** (inc. VAT). *Cheque should be made payable to "London Borough of Brent".*

* I would like to have correspondence forwarded to my new address (entered below):

Landlord Forwarding Address: * (Compulsory information required)

The following details should be submitted with your request:

*** (Compulsory information required)**

*** Name of your tenant(s):** _____

*** Tenant(s) contact number:** _____

*** Length of tenancy:** _____

*** Landlord emergency contact number:** _____

*** Landlord email address (if applicable):** _____

*** Landlord CP12 Gas Safety Certificate**

*** Signature(s) of Lessee(s):** _____