

Leaseholder subletting request form

Please fill in the details below, provide the supporting documents and fee as described on this form.

Name of leaseholder(s)		
Property address		
Correspondence address and contact details for the leaseholder(s)	Address: Tel: Email:	
Details of Managing agent / lettings agency	Name of agent: Address: Tel: Email:	
Tenant's name and contact details	Name: Tel: Email: Date to be let from:	
Has a right to rent check been carried out? Can they legally rent?	Yes / No Yes / No	You must check that a tenant can legally rent a residential property in England. For more information go to https://www.gov.uk/check-tenant-right-to-rent-documents
Has your mortgage lender granted permission for you to sublet?	Yes / No	Please provide a copy of the 'in principle' decision in writing from your lender.
I / we understand my / our responsibilities as a Landlord	Yes / No	You are a landlord if you rent out a property and you will have certain obligations and responsibilities, which you can read on https://www.gov.uk/renting-out-a-property
Signed:	Date:	

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Documents required to support your application

- Copy of the Tenancy agreement
(If you are using a letting agent, they may be able to provide you with a sample copy)
- Copy of the 'in principle' decision from your lender

Making payment

Our administration fee covers the work involved in considering your application and responding to you with a decision. Please go to the [Leasehold services - menu of services and charges](#) for the cost of this service.

Payment can be made by BACS, by making payment to:

Sort Code – 30-99-93

A/c No – 04002656

A/c Name – Worthing Homes Income Account

On the payment you will need to quote address and service code.

If payment is being made to our bank account, please email the Leasehold Services Team as soon as the payment has been made.

The fee can also be paid by cheque, by sending to Worthing Homes, Davison House, North Street, Worthing, BN11 1ER, along with your application and supporting documents. Or payment can be made by telephone to your Leasehold Services Team on 01903 703 130

Submitting your documents and application

The completed form and supporting documents can be scanned back to us at Leaseholdservices@worthing-homes.org.uk or sent by post to Leasehold Services at Worthing Homes, Davison House, North Street, Worthing, BN11 1ER.

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Useful information and frequently asked questions

What is subletting?

Subletting is a term used for leasing or renting out a property to another person that is already being leased by you, being the lessee.

I am a shared owner can I sublet?

If you are a shared owner, you will not be eligible to sublet your property. Your lease will normally say that you cannot sublet or part with possession (allow someone else to occupy) part or whole of the property.

Your responsibilities

It is your responsibility to ensure that your tenant does not breach the rules and regulations within your lease. You will remain responsible for paying your service charges direct to Worthing Homes. If your tenant fails to pay their rent to you, this will not be seen as an acceptable reason for failing to pay your service charges.

Processing your application

Upon receipt of your application, payment and supporting documents, your application will be reviewed and we will write to you confirming the decision that has been made, and (if necessary) the reason why. We will not unreasonably withhold consent. If you are granted consent, we will also need to see confirmation from your mortgage lender, acknowledging that they are aware the subletting is proceeding.

Changes

Please remember to notify Worthing Homes if your correspondence address changes at any time, or if you change the Lettings or Managing Agent that you are using. If you are having a change of tenant at any time, you will need to submit a new application.