



Please complete both pages of this form and return it to the Home Ownership team by email at homeownership@norwich.gov.uk. Alternatively, complete the form in BLOCK CAPITALS and return it to us by post to: Home Ownership Team, City Hall, Norwich NR2 1NH

Part A – Leasehold property

(1) Leasehold property address: _____

Part B – Leaseholders details

(2) Name of leaseholder(s): _____

(3) Correspondence address: _____

(4) Contact phone numbers Home: _____

Work: _____

Mobile: _____

(5) Email address: _____

Part C – Sublet details

(6) Please tick one of the following boxes to confirm how the property is being let:

- ☐ Through a managing agent
- ☐ To Norwich City Council (via private sector leasing)
- ☐ To family members
- ☐ None of the above. Please detail _____
(e.g. sublet privately, unoccupied)

(7) Please give details of the managing agent or your contact at private sector leasing (if applicable)*:

Name and address: _____

Contact phone number: _____

*** Note:** for emergency issues which require access to your property, eg a leak from there into another property, we will contact your agent in the first instance. We will continue to contact you directly with any information concerning your lease.

(8) Please confirm that the sublet is a single residential let:

Under the terms of your lease, you cannot use the property for business purposes, including as a holiday rental or short-term let such as Airbnb.

Part D – Declaration

I/we understand that as leaseholder(s) I/we remain responsible for complying with the terms of the lease during the period that the property is sublet.

I/we also agree to advise Norwich City Council immediately of any changes to the details given.

Signed: _____

Date: _____

Signed: _____

Date: _____

I/we would like a copy of the service charge statement sent by email each year (please tick).

☐

Please note that this will be in addition to the paper copy, as legislation currently requires that a statement is posted to you regardless of whether you want a hard copy.

IMPORTANT

As a landlord, you will have responsibilities under the Gas Safety (Installation and Use) Regulations 1998. You will be legally responsible for making sure that the gas appliances, pipe-work and flues in the property are safe and well maintained. You must arrange for a safety check to be carried out each year by an engineer registered with the Gas Safe Register™. You must give your current tenants a copy of this safety check record, or supply any prospective tenants with a copy before they move in. Failure to meet these gas safety requirements can lead to criminal prosecution, resulting in a large fine or possibly even imprisonment.

The information collected on this form will be stored on computer and used by Norwich City Council to maintain up-to-date records. Under the terms of the Data Protection Act 1998 we may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them, as permitted by law. These third parties include Government departments and local authorities.