

## APPLICATION TO SUBLET

### NOTES FOR COMPLETION:

**NB: The subtenant(s) must have the right of abode in the United Kingdom/ Right to Rent. It is the Leaseholder's responsibility to ascertain prior to submitting their application.**

1. Number of bedrooms in the property.
2. A UK address must be provided for by the leaseholder for contact by the Estate Office:
3. Adults over 18 years.
4. Please indicate if this is not the leaseholder's primary residence.
5. Documents to be submitted as part of your application to Sublet:
  - a) Completed Application to Sublet.
  - b) The Estate's Rules and Regulations document signed by each subtenant. Please ensure that each subtenant has provided contact phone numbers and email addresses.
  - c) **A previous landlord** reference for **each** subtenant. If there has been no previous landlord, then two Personal References are required for each subtenant of a professional nature.
  - d) Draft copy of an Assured Shorthold Tenancy Agreement.
6. All completed documentation, and a copy of the Assured Shorthold Tenancy Agreement must be submitted together at the same time to the Estate Office, no less than **8 working days** prior to the start of the date of proposed occupancy excluding weekends and bank holidays. Any request to expediate this process **cannot** be accommodated.
7. Late submissions will be subject to an initial fine of **£100.00**. Further, St Paul's Court reserve the right to refuse an Application to Sublet if not received and approved in advance of a proposed tenancy.
8. To process the application to sublet, the Estate Office will send an invoice of **£80** to the Leaseholder/Letting Agent.

**APPLICATION TO SUBLET**

**Leaseholder's Name** .....

Property Address .....

Property Type (1) .....

Leaseholder's mailing address (2) .....

Contact phone number.....

Email address.....

**We confirm that the following checks on the prospective subtenants have been successful:**

- **Right to Rent as defined by the UK Government for all non-UK nationals.**

**We confirm that the following certificates/documents have been obtained and are valid:**

- **EICR**
- **EPC**
- **GSC**
- **HMO Licence - necessary for 3 or more tenants**
- **A completed and signed Assured Shorthold Tenancy agreement is attached.**

**Proposed Subtenants**

Name of all adults (18 years or older) subtenant(s) appearing on the Tenancy Agreement:

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Number and ages of any Children:

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Proposed date of occupation:

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Who will manage the property on a day-to-day basis? Leaseholder or Letting Agents?

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Letting Agent's name, address, phone number & email address: (if used)

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**REFERENCE FROM PREVIOUS LANDLORD FOR PROPOSED SUB-TENANT**

Proposed Subtenant Name.....

Proposed Subtenant Occupation.....

**To: The Board of Directors of St Paul's Court Limited**

Reference from .....

Address.....

Telephone No.....

Email Address.....

Occupation.....

Please explain why you think they would be a suitable occupier of the property on the St Paul's Court Estate.....

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How long were they a tenant in your property? .....

During the tenancy was the property kept in good order by the tenant?

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Where there any disputes with the tenants during or at the end of the tenancy?

If so please describe the nature of the dispute.

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Would you let to this tenant again in the future? .....

Signature .....

Date .....

**PERSONAL REFERENCE FOR PROPOSED SUB-TENANT**

**Please note that each sub-tenant must supply two personal references from professional people.**

Proposed Sub-tenant Name: .....

Proposed Sub-tenant Occupation: .....

**To: The Board of Directors of St Paul's Court Limited**

Reference From: .....

Address:.....

Telephone Number: .....

Email Address: .....

Occupation: .....

How long and in what capacity have you known the proposed tenant?

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Please explain why you think they would be suitable occupiers of the property on the estate?

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By signing below, you are confirming that to the best of your knowledge and belief, the proposed sub-tenant will make themselves conversant with, and comply with, all reasonable rules and regulations in force on the Estate. You can thoroughly recommend them as a good and well-behaved sub-tenant.

Signature: .....

Date: .....

### **Rules and Regulations affecting Subtenants:**

All subtenants are required to sign this document before occupying any premises as agreement that they will comply with the rules and regulations of St Paul's Court.

The subtenant(s) agree:

1. To use the premises only as a single private residence for the subtenant(s) and not to carry out any formal or registered trade, business, or profession there.
2. Each license granted is valid for 12 months only from the date of issue and must be renewed annually.
3. Any change of subtenant or the addition of a subtenant intending to reside in the property within the 12 months must be notified to, and approved by, the Estate Office in advance of occupation.
4. Any subletting by a tenant or subtenant on a temporary basis such as for holiday lets, is forbidden and will result in the termination of the sub-tenancy.
5. The subtenant(s) must provide the Estate Office with a current telephone number and email address. If the premises are alarmed, then the contact details of a further key holder must also be provided.
6. So as not to invalidate any insurance policy, the premises must not be left unattended for more than 28 days.
7. No pets are to be kept.
8. Not to do anything at the premises (including the playing of excessively loud music) which is a nuisance or annoyance or causes damage to the premises or adjacent or adjoining premises or neighbours or might reasonably be anti-social behavior. No noise should be emitted to cause annoyance and be audible outside the premises.
9. Not to permit any contractor to carry out any work in or to the Demised Premises to be audible outside of the Demised Premises except during normal working hours (9:00 AM to 5.30 PM Monday to Friday) Nothing in this rule shall prevent carrying out reasonable emergency repairs at any time.
10. To keep clean and tidy and properly tend any garden of the premises. Not to allow any plant or object in the garden to cause a nuisance or to cause damage to any premises. Not to cause a nuisance with barbecue smoke.
11. Not to use any bicycle, skateboard or similar on the pathways, nor to play ball games on the communal gardens or lawned areas.

12. Not to hang clothes or other articles outside the premises. Nor to place any object, including bicycles and prams, that may obstruct or cause a nuisance in any passageway or walkway.
13. Not to use a parking space to park any commercial vehicles, store any items, or to park more than one vehicle per space.
14. Not to throw any rubbish or refuse outside the windows of the premises and to only place rubbish or refuse properly in the specified locations on the Estate. To obey notices erected giving instructions for the correct disposal of any rubbish or waste.
15. Only place recyclable material in recycling bins. No food waste - this contaminates the bins.
16. Not to leave bags outside the recycling bins when they are full.
17. Not to erect any structure outside the premises without the previous written consent of St Paul's Court Ltd.
18. To comply with the following legislation:

Statutory Overcrowding (Housing Act 1985)

The Council (the local housing authority) can declare that a dwelling is statutorily overcrowded, or a magistrate can do so.

A living room (but not a kitchen-lounge-diner) may count as a bedroom.

Room sizes may also reduce the legitimate number of occupants.

A "unit" is an adult or child aged 10 or over. Children under 10 counts as half a unit.

1 room = 2 units

2 rooms = 3 units (eg, a couple + 2 children under 10)

3 rooms = 5 units (eg, a couple + 2 children under 10 + 1 girl aged 10 + 1 boy aged 10)

4 rooms = 7 units

Two children under 10 require one bedroom.

Two boys aged 10 or over require one bedroom.

Two girls aged 10 or over require one bedroom.

Housing Act 2004, Part 1 - 'Crowding and Space' hazard.

There may be a significant 'crowding and space' hazard, even where a dwelling does not suffer statutory overcrowding. The calculation is similar, except that the living room is not normally counted as a bedroom.

The Subtenant(s) agree by signing this document that they have read and understood its content and is/are agreeing to comply with all the rules and regulations stated.

Signed by the Subtenant(s):

Date: .....

Name(s):

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Telephone(s):

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Email(s):

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Signature(s):

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Address of Property:

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Further information can be obtained from the St Paul's Court Management Office. Telephone 020-8741-0125. Further information on the Estate can also be found on the website:

<https://www.stpaulscourt.co.uk/>

Emergency contact phone numbers are posted on the noticeboard outside the Office and on our website.