



Legal Section
 Eastbourne Borough Council
 1 Grove Road
 Eastbourne
 East Sussex BN21 4TW

Registration of Sub-Letting of Leasehold Property
 Please complete the registration form and return with the fee of **£24.00** (inclusive of VAT). Cheques should be made payable to **Eastbourne Borough Council**. The Insurance Officer will be notified of the registration.

Address of Property	
Name of Leaseholder(s)	
Contact Address of Leaseholder(s) During sub-letting	
Telephone:	Home: Work: Mobile:
Tenant's Name(s) (if known) or Letting Agency details	
Telephone:	Tenant: Letting Agency:
(Estimated) Period of Let	

I understand that I remain responsible for my tenants complying with the terms of my lease during the period of sub-let. I will ensure any garden area is kept in a tidy condition. I will take immediate action regarding any anti-social behaviour by my tenants.

Leaseholder Signature(s)

Date

EASTBOURNE HOMES LTD, 1 Grove Road, EASTBOURNE, BN21 4TW

Tel: 00+44 (0)1323 436436 **Fax:** 00+44(0)1323 415130

Email: enquiries@eastbournehomes.org.uk **Web:** www.eastbournehomes.org.uk

(Registered Company Number: 5340097) England and Wales

Registered Office: 1 Grove Road, Eastbourne, BN21 4TW

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