

Eastbourne and Lewes Legal Services
 c/o Eastbourne Borough Council
 Town Hall, Grove Road
 Eastbourne
 East Sussex BN21 4UG

Registration of Sub-letting (Leasehold)

Please complete the registration form and return it with a fee of **£24.00** (inclusive of VAT). Cheques should be made payable to your landlord, either **Eastbourne Borough Council** or **Lewes District Council**.

Address of property	
Name of leaseholder(s)	
Contact address of leaseholder(s) during sub-letting:
Telephone:	Home: Work: Mobile:
Email address:
Tenant's name(s) (if known) or letting agency details	Tenant: Agency:
Telephone:
(Estimated) period of let:	

I understand that I remain responsible for my tenant(s) complying with the terms of my lease during the period of letting.

Leaseholder Signature(s):

Date:

Lewes District Council
 Southover House
 Southover Road
 Lewes
 East Sussex BN7 1AB

Eastbourne Borough Council
 Town Hall
 Grove Road
 Eastbourne
 East Sussex BN21 4UG

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