

Notification of Letting and Correspondence Address

Part A

Leaseholder/s Name:	
Property Address:	

Part B

Leaseholder's Correspondence Address:		
Contact Telephone No:	(Daytime)	(Evening)
Emergency Contact No:		
Email Address		

Part C

I am currently/will be letting my property and enclose the following:	Tick
1. £30.00 Administration Fee	<input type="checkbox"/>
2. Details of an agent who manages the let and holds a damage deposit	<input type="checkbox"/>
I confirm that I/we will:	
1. Remain up to date with service charges, building insurance and ground rent payments	
2. Adhere to any payment arrangements made regarding major works charges	
3. Ensure that my/our tenants do not cause any form of nuisance to other residents	
Signed	

(All leaseholders must sign)	

Part D

I am not currently letting my property but would like to have all correspondence sent to the correspondence address above.
Signed

(All leaseholders must sign)

Please return this form to: Freepost RTGR-GSSC-BBYB,
Home Ownership Services,
PO Box 68288,
London W5 9NE

Housing