

Ask for:

Ext:

Email:

Our Ref:

Your Ref:

Date:



**Broxtowe  
Borough  
COUNCIL**

## Leaseholder Contact Details Form

It is important we have your up-to date contact information because we will, from time to time need to contact you regarding your property. Under Landlord and Tenant legislation and under the terms of your lease, you are required to always supply us an Address in England and Wales for the service of Notices, Service Charge and Ground Rent demands.

Contact Information	
Leasehold Property Address:	
Name of All Leaseholders on the lease:	
If the above address is not your main home, please provide your address for correspondence: (Please note for legal reasons we require a correspondence address in England or Wales)	
Contact telephone number for each Leaseholder:	
Email address for each Leaseholder:	
(Optional) - Any named third party able to access your Leasehold records and to deal with your affairs in your absence (Form must also be signed by nominated third party to authorise responsibility)	
Are you intending to sublet the property? YES      NO	
<b>Important note</b> If you intend to sublet your property you are required to apply to Leasehold Services at Broxtowe Borough Council (in-advance) for our consent to sublet the property. Please see appendices 1, the cost for this is £25 per Sublet Consent Request. If granted, Sublet Consent expires when that tenancy ends, so when you grant a new tenancy, you are required to re-apply again.	

**Please turn over and complete the Declaration and form of authority**



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**Broxtowe Borough Council**

Council Offices, Foster Avenue, Beeston,  
Nottingham NG9 1AB

t: 0115 917 7777

typetalk: 18001 0115 917 7777

w: [www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)



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Declaration and form of authority

Please sign, date and print your name below to confirm the information given in this form is accurate and to give us your permission to discuss any leasehold management matters with your nominated third party (If any).

Print Name:\_\_\_\_\_ Signed:\_\_\_\_\_

Date: \_\_\_\_\_

This section must be signed by the nominated third party if one has been appointed.

I understand I will be sent correspondence to my address regarding the leasehold property above and have access to discuss affairs for the above property related to the lease.

Print Name:\_\_\_\_\_ Signed:\_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form and Appendices 1, if applicable, by email to [leasehold@broxtowe.gov.uk](mailto:leasehold@broxtowe.gov.uk) or by post to:**

**Leasehold Services  
Broxtowe Borough Council  
Foster Avenue  
Beeston  
Nottingham  
NG9 1AB**

## Appendices 1

# Request for Permission to Sublet a Leasehold Property

Leaseholders Name/s:	
Property Address:	
Post code:	
Mortgage lenders name and address (if applicable):	
Is a copy of the tenancy agreement with a contact mobile number for each individual tenant for emergencies, Gas Safety Certificate (if applicable) and EICR attached to this form?	Yes      No
If consent to sublet is given, I understand that I will remain responsible for paying any mortgage, service charges and ground rent for the property	Yes      No
Administration fee of £25 is enclosed and I understand I will be required to pay an additional fee of £25 every time I grant a new tenancy (not renewals to the same sub-tenant(s)) (We will not be able to consider the request further without this) If your lease is in joint names both must sign this request form.	Yes      No  *Delete as necessary

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_