

## A guide to sub-letting your property

**Grange**  
PROPERTY  
MANAGEMENT

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). The information which you supply to us will be treated confidentially and only used for the administration of your account. We may share this information with partner organisations (for example contractors, local authorities etc.) but only in relation to services that are provided to you.



Everything you need to  
know about sub-letting under  
the terms of your lease

**Grange**  
PROPERTY  
MANAGEMENT

Part of the Clarion Group

Part of Clarion Housing Group

## Are there any conditions if I want to sub-let my property?

In accordance with the covenants set out in the lease for the schemes we manage, consent to sub-let is granted on receipt of a sub-let application form. The proposed occupier would also need to comply with the general terms and regulations contained within the lease.

## Will it cost anything?

The sub-let administration fee of £85.00 plus VAT can be paid by cheque, postal order (payable to Grange Management) or by bank transfer.

Please contact our customer accounts department for bank details on 0845 330 3444.

## What is the process?

A sub-let application form, which can be found within this leaflet, should be completed and signed by the leaseholder or their authorised representative and returned to us at:

Grange Property Management  
The Mill  
Abbey Mill Business Park  
Lower Eashing  
Surrey GU7 2QJ

One receipt of the application form and administration fee, we will provide consent in the form of a licence to sub-let. This document is legally binding and advises you of your obligations under the terms of the lease. A receipted VAT invoice will also be issued with your licence.

## How long is the licence valid for?

The sub-let licence is valid for the term of the tenancy. If you wish to sub-let to a different tenant in the future, you will need to reapply for permission.

## Letting Agents

We recommend that the tenancy agreement drafted by your appointed agent (if you are using one) mirrors the terms and conditions of your lease.

## How long will the process take?

On successful application, we can issue your licence to sub-let within 5 working days of receipt.

# Sub-Letting Application Form

**Leaseholder's name:**

**Leaseholder's correspondence address:**

  
  

**Daytime telephone number:**

**This consent relates to the property known as (full address):**

  
  

**The name(s) of my tenant(s) is/are (please print name(s)):**

**The tenancy relates to the period:**

From date:  To:

*As the lessee(s) or authorised representative,  
I / We hereby agree to be bound by the terms of the lease:*

**Signed**

**Date**

**Print name:**

Please detach this form and return to Grange

