



## SUBLET REGISTRATION FORM

According to the terms of your lease, you must complete a subletting registration each time you let your property. To do this, please complete and return this form to our dedicated sublet team, along with a copy of the current tenancy agreement and registration fee of £120 to:

Rendall and Rittner Limited  
(Bank of Scotland)

Account No: 06214278;

Sort code: 12-11-03

Please use the first line of the property address followed by "SL" as the reference.

### YOUR DETAILS

### \*MANDATORY FIELDS

Name (s)\*: \_\_\_\_\_

Email address\*: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Correspondence Address\*: \_\_\_\_\_ Postcode\*: \_\_\_\_\_

### PROPERTY ADDRESS (ADDRESS OF PROPERTY THAT IS SUBLET)

Address\*: \_\_\_\_\_ Postcode\*: \_\_\_\_\_

### TENANT DETAILS

Tenant(s) name\*: \_\_\_\_\_

Tenancy start date\*: \_\_\_\_\_

Tenancy end date\*: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

### LETTING AGENT'S DETAILS (IF APPLICABLE)

Contact Name & Company: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

### DECLARATION

I understand that when subletting my property, I will remain responsible for complying with the terms of the lease and will ensure that the tenants and their visitors do not cause a nuisance or participate in anti-social behaviour.

I am aware that I must complete a subletting registration each time I let my property to a new tenant.

I can confirm that the details given above are correct and true.

**Signed:** .....

**Printed Name:** .....

**Date:** .....

Please return this completed form to: **Rendall and Rittner Ltd 340 Deansgate, Manchester, M3 4LY**

**Email: [sublet@rendallandrittner.co.uk](mailto:sublet@rendallandrittner.co.uk)**