

Consent To Sublet Request

Subletting your property

Section 1 - Details Of Property To Be Sublet

1. Address of the property _____

2. Name of owner _____

3. Do you intend to let the property to a single family? Yes No

4. Do you intend to let the property on a room by room basis Yes No

If you intend to let the property on a room by room basis please contact
Private Sector Housing by email privatesectorhousing@milton-keynes.gov.uk for further advice.

5. Please give name, address and contact number of letting agent (if appointed).

6. Owner contact details

Address _____

Home No _____ Mobile No _____

Email Address _____

Important Information

If permission is granted the Council's consent is given as landowner and does not confer planning consent or health and safety approval, or any other type of statutory approval.

As a landlord you have obligations you are required to meet under legislation. You should ensure you are fully aware of all your obligations as a landlord, before you sublet your property.

Notes

- Permission to sub-let is granted providing the conditions within the lease and those imposed by the Council's Insurers are met including payment of the £10.00 registration fee.
- Please be aware that if a property is unoccupied for more than 30 days, cover in respect of malicious damage, theft or attempted theft and burst water pipes, the Building Insurance taken out by the Council will be invalid, until the property is again occupied.

It is your responsibility to obtain consent to the proposed subletting if required. Your home may be at risk if not obtained.

Please see overleaf....

Section 2 - Declaration

I/we hereby apply for consent to sublet the above property

Signed: _____

Date: _____

Signed: _____

Date: _____

Please complete the form in full and return along with the £10.00 registration fee. This can be paid by cheque made payable to Milton Keynes Council or by contacting the Home Ownership Team directly.

To Home Ownership Team
Civic Office
1 Saxon Gate East,
Central Milton Keynes
MK9 3EJ

Tel: 01908 253705

Email: home.ownership@milton-keynes.gov.uk

www.milton-keynes.gov.uk/housing

