

# SUBLETTING



**Garden City Homes**

## **What is subletting?**

Subletting is where a leaseholder enters into a rental contract/agreement with another party to allow them to rent and live in the home owned by the leaseholder.

## **I'm a Shared Owner, can I sublet my home?**

Shared Ownership is an affordable housing product designed to help first time buyers who can't afford a property on the open market. With this in mind, **subletting is not allowed** under the terms of a Shared Ownership lease, unless there are exceptional circumstances.

## **I'm a Shared Owner, what if I need to move but cannot sell - can I sublet then?**

If you need to move to a different property you can staircase to 100% after which subletting restrictions don't apply.

If you have exceptional circumstances and are unable to sell your share or stair-case to 100% then please contact us and we will discuss your individual circumstances after checking your lease.

## **I'm not a Shared Owner, but I have a leasehold apartment/house, can I sublet?**

If you are a leaseholder and own your home outright, you are able to sublet it. You'd need to complete this form to give us the details for approval. When you submit the form there is an £80 admin fee payable for us to deal with your application and registration. We also advise you look at a separate insurance policy as you will need separate cover if you are a landlord.

## **When I sublet am I still responsible for paying service charges?**

If you pay service charges for your property as part of your lease, it will remain your responsibility to pay us for these charges when they're requested. You are still the leaseholder and have to comply with the terms of the lease. If the charges are unpaid, we will take action against you, not your tenant.

## **I've had a letter about nuisance from tenants, why was it sent to me?**

As with payment of service charges, you remain the leaseholder and have to comply with all the terms of the lease. This includes being responsible for the behaviour and conduct of your tenants while they are living in your property.

## **PLEASE NOTE:**

We will not discuss any aspect of your leasehold account with your tenant and will only contact them in case of emergency.

It is also your responsibility to keep us updated if you stop subletting or your tenant or Managing Agent details change.

[WWW.GARDENCITYHOMES.ORG.UK](http://WWW.GARDENCITYHOMES.ORG.UK)

**REQUEST TO SUBLET FORM**

Garden City Homes  
8 Poundswick Lane  
Wythenshawe  
Manchester  
M22 9TA



**Garden City Homes**

**LEASEHOLDER DETAILS**

NAME:

ADDRESS:

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.....

CORRESPONDENCE ADDRESS:

.....

EMAIL:

TELEPHONE:

**MANAGEMENT COMPANY DETAILS**

NAME:

ADDRESS:

.....  
.....

CONTACT NAME:

.....

EMAIL:

TELEPHONE:

**TENANT DETAILS**

NAME:

EMAIL:

.....

TELEPHONE:

PLEASE TICK THE ADDRESS YOU WOULD LIKE CORRSPONDENCE TO BE SENT TO:

LEASEHOLDER

MANAGING AGENT

SIGNED:

PRINT NAME:

DATE:

**PLEASE NOTE:**

**REPAIRS CAN ONLY BE REPORTED BY YOUR APPOINTED MANAGEMENT AGENT OR BY YOURSELF AS THE LEASEHOLDER. WE ARE UNABLE TO ACCEPT NOTICE OF REPAIRS FROM YOUR TENANT.**

**PLEASE RETURN TO: [ENQUIRIES@GARDENCITYHOMES.ORG.UK](mailto:ENQUIRIES@GARDENCITYHOMES.ORG.UK)**

**[WWW.GARDENCITYHOMES.ORG.UK](http://WWW.GARDENCITYHOMES.ORG.UK)**