Subletting your leaseholder property

You have the right to sublet your property providing you get our permission.

Subletting and your lease

If you sublet your property, we advise you to give your tenants a copy of the lease.

- If your tenants do not keep to the lease agreement or create a nuisance, the Council expects you, the leaseholder of the property, to solve the problem.
- We won't get involved with any difficulties you may have with your tenants. So please make sure you are legally covered for any problems that may arise from subletting. Contact a solicitor or Citizens Advice for more information.
- Even when you are subletting it is still your responsibility to make sure the ground rent and service charge are paid.

How to ask for permission to sublet

To ask for permission to sublet your property, please write to us at our freepost address

Freepost RLSS-UEBA-RTUZ
Sales and Leasehold
Solihull Community Housing
Endeavour House
Meriden Drive
Solihull B37 6BX

Or you can email us at info@solihullcommunityhousing.org.uk

Mortgage lender's and insurer's permission

Please note that

- you must get your mortgage lender's consent to sublet if there is an outstanding mortgage on the property
- you must tell your insurer that you intend to sublet.

Contacting you while you sublet

Please fill in the form on the next page with your contact details, so that we can reach you or anyone you have appointed to manage the property during the period of subletting. Please bear in mind we may need to contact you in an emergency.

Subletting Information Form

Address of Leasehold Property:	
Leaseholder 1 details	
Title	
Surname	
Initials	
Forenames	
Date of Birth	
Ethnic Origin	
Address for your correspondence while you sublet	
Phone number	
Work phone number	
Emergency Contact Details	
Name	
Relationship	
Address	
Phone number	
Leaseholder 2 details	
Title	
Surname	
Initials	
Forenames	
Date of Birth	
Ethnic Origin	
Address for your correspondence while you sublet	
Phone number	
Work phone number	
Emergency Contact Details	
Name	
Relationship	
Address	
Phone number	