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Consent to Sub-let Request

**Subletting your property**

**Important:**

* This form is to be used when subletting your home.
* Please complete all sections and ensure all names are in full (including titles) and pay the registration fee. Failure to do so may lead to a delay in processing the form.
* **A completed application must be signed with 'wet ink'.**

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| **The Application Registration Fee:**A registration fee of £10 is required for this application:* The fee covers the costs involved in processing the application and is non-refundable.
* The application will be processed when the payment is received.

Payment can be made by:* Debit/Credit Card - (Please call the team on 0300 131 5555 – have payment reference at hand to pay using this method)
* Cheque (Made payable to Milton Keynes City Council)
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| **Section 1 – Details of the property to be sublet** |
| Do you intend to let the property to a single family? | Choose an item. |
| Do you intend to let the property on a room-by-room basis? | Choose an item. |
| **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.** |
| Address of the property to be sublet | Click or tap here to enter text. |
| Name of the owner | Click or tap here to enter text. |
| Owner’s address | Click or tap here to enter text. |
| Owner’s home number | Click or tap here to enter text. |
| Owner’s telephone | Click or tap here to enter text. |
| Owner’s email | Click or tap here to enter text. |

**Important**

To enable us to process your application, kindly provide the information below to support your application. All the necessary paperwork should be sent to Home Ownership Team at the address below with your completed consent to sublet form attached.

**Required attachments checklist:**

[ ]  If property is subject to a mortgage - Provide proof that mortgage lender has consented to sub-letting with application

[ ]  A current tenancy agreement

[ ]  Household details of the sub tenant(s)

[ ]  A current gas safety certificate (unless boiler is communal)

[ ]  A current electrical safety certificate

[ ]  A current energy performance certificate

[ ] Proof of rent deposit scheme

[ ] Copy of your ‘How to Rent Booklet’ of your home

[ ]  £10 sublet fee cheque – payable to Milton Keynes Council.

**Important**

* In all cases a current gas safety certificate should be given to your tenant(s).
* Failure to get permission from Milton Keynes Council can affect your insurance and you will be in breach of your lease.
* When we receive the information and supporting documents, your application will be processed and a decision confirmed in writing.

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| **Section – Declaration**  |
| **Important*** 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.
* 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 note, a completed application must be signed with 'wet ink'.**
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| Choose an item. hereby apply for consent to sublet the above property |
| Signed: | Date: |
| Signed: | Date: |

Please complete the form, and send the request to us via email: home.ownership@milton-keynes.gov.uk