

# **Lauderdale Mansions (South) Limited**

## Licence to sub-let – Standard Requirements (subject to licence)

Please supply the Company Secretary / Executive Administrator with a formal written request for consent to sub-let including the following information:

1. Full name/s, phone and contact details of proposed sub-tenant/s
2. Sub-tenant/s references including full details of their employer
3. Copy of proposed Tenancy Agreement – the agreement must include a clause that the sub-tenant will observe the covenants of the lessee in the lease (other than the payment of service charge) and any regulations.
4. Emergency Contact Sheet in format supplied.
5. The lessee's new correspondence address (or agent in the UK if travelling overseas) and contact details.

The Licence to Sub-let document contains a promise by both the leaseholder and the new sub-tenants that they will observe the terms of the Lease and regulations to ensure the building remains a safe, pleasant and attractive place to live.

The flat can only be used for one private family residential occupation as a single self-contained flat. If the company discovers that additional sub-tenants other than those specified in the Tenancy Agreement are in occupation, this will be a breach of both the Lease and the licence and legal action may ensue.

There is a fee payable to Manyplans Limited, the freehold company, which includes the cost of preparation of the Licence document for a sub-letting until the letting is terminated. The monies collected by Manyplans are used to defray the costs of social events for residents and capital costs not usually covered by the annual service charge. It is a wholly owned subsidiary of Lauderdale Mansions South Limited of which all leaseholders are shareholders.

Further sub-letting to new tenants will be subject to a new application.

On receipt of the above items, a draft licence will be issued, subject to licence, for signature by you and the sub-tenants. This will then be presented to the company for approval and signature ( if approved ).

Please forward a copy of this note to your letting agent.

Please contact the Executive Administrator for further information by sending an email to

office @ Lauderdalemansionsouth.com