

# SUSSEX HEIGHTS (BRIGHTON) LIMITED

C/O Ellmans, 43 Church Road, Hove, BN3 2BE  
Tel: 01273 737241 Email: eh@ellmans.co.uk

## NOTIFICATION BY A LEASEHOLDER TO SUBLET A FLAT

Sussex Heights is mainly owner occupied but some Leaseholders may wish to sublet their flat in which case:

- Before entering into a tenancy agreement the Leaseholder is required to first obtain written consent from the Landlord or the Landlord's Managing Agent (Ellmans) and this consent to sublet will remain in force for the particular flat until there is a change of Leaseholder.
- The Leaseholder should send this signed form to the Managing Agent at the above address.
- The Landlord or the Landlord's Managing Agent (Ellmans) will counter-sign this form acknowledging receipt and which will be the Landlord's consent to sublet. A copy of this signed form will be returned to the Leaseholder.
- Your attention is drawn to the condition applicable to this consent, particularly the requirement for the Leaseholder to send a copy of each and every tenancy agreement to the Managing Agent at the above address.

LEASEHOLDER	FLAT NO:	LEASEHOLDER'S LETTING AGENT (if any)	
Name	_____	Name	_____
Contact Address	_____ _____ _____	Contact Address	_____ _____ _____
Tel no.	_____	Tel no.	_____
Email	_____	Email	_____

I hereby notify Sussex Heights (Brighton) Ltd of my intention to sublet my flat in accordance with the conditions set out below.		
Signed _____	Name _____	Date _____

### CONDITIONS

1. Dogs, cats or any other pets are not permitted.
2. Furnished short lets (i.e. holiday lets) are not permitted under your lease. Minimum term is 6 months.
3. Your flat can only be sublet as a self-contained residential flat in the occupation of one family or household. Shared lets to 2 or more unrelated persons are not permitted.
4. Student lets are not permitted. Lettings can only be to professional people (to comply with the advantageous negotiated terms of the Buildings Insurance Policy).
5. All tenancies must be let on an Assured Shorthold Tenancy basis (AST). Anyone who occupies a flat is bound by the following specific clause "The Tenant covenants with SHBL that he/she will comply with the terms of the Headlease and hereby acknowledges receipt of Sussex Heights Handbook containing the relevant sections". More info: [www.sussexheights.co.uk/handbook](http://www.sussexheights.co.uk/handbook)
6. In addition to the normal statutory checks (e.g. gas certificate, electricity and EPC documents), all windows must be fitted with suitable curtains or blinds and floors (except the kitchen, bathroom and water closet) must be covered with carpet and underfelt.
7. After each and every tenancy agreement has been entered into, and before the tenant(s) move in, a copy of the signed tenancy agreement must be given to the Managing Agent.

### Finally

Please ensure that your letting agent, if you have one, is made aware of the above conditions by passing them a copy of the signed form.

Notification of acknowledgement by the Landlord or the Landlord's Managing Agent.		
Signed _____	Name _____	Date _____