**RSH&CP COMPANY LTD**

**THE COMPANY OWNING THE FREEHOLD OF ROYAL STANDARD HOUSE AND CITY POINT NOTTINGHAM**

**Application to Underlet & Registration of New Tenant**

Under the terms of the Leases for Royal Standard House and City Point permission is required for underletting of an apartment in most instances and **all** new tenants have to be registered (clause 4.4 of the Lease). We also require contact details in case of an emergency.

**Please ensure this form is completed and returned to the Managing Agents, ideally before the new tenant moves in. You should ensure the tenant knows and agrees that the information is being provided to us. Information about how we use the data is available on request.**

To be completed by leaseholder (owner of the apartment) or his/her agent

1. **Number and name of apartment being rented out**

|  |
| --- |
|  |

1. **New tenant details – please include all persons inc. children to be resident**

|  |  |
| --- | --- |
| **Name** |  |
| Mobile/tel. no. |  |
| Email |  |
| **Name** |  |
| Mobile/tel.no. |  |
| Email |  |

1. **Other tenants/occupants & email contacts**

|  |
| --- |
|  |

1. **Tenancy Details**

|  |  |
| --- | --- |
| Start date |  |
| Initial term |  |
| Initial letting agent |  |
| Agent/person managing the tenancy |  |
| Contact name, and number for person managing tenancy |  |

**From September 2018 all properties rented in Royal Standard House or City Point must be licensed with Nottingham City Council. Please confirm who is registered as the Property Manager with the Council.**

|  |  |
| --- | --- |
| **Name** | **Contact Tel/Email** |

1. **Please confirm the following:**
   1. All tenants have been given thorough information regarding the site and services. YES/NO
   2. The tenant has received a copy of and has agreed to abide by the rules and regulations in the main lease\*\* Copies may be found on the website. YES/NO
   3. The tenant has been provided with a resident’s and visitor’s parking pass and a copy of the Parking Code\*. The tenant has been made aware of the restriction in the use of visitor passes. YES/NO
   4. In support of this application, we attach (or will forward by email to the Managing Agents a copy of the Tenancy Agreement that will be used.
   5. I/We understand that – subject to above conditions being satisfied and the terms of the Tenancy Agreement meeting the Lease conditions for Royal Standard House and City Point – the written consent of the Directors will not be unreasonably withheld.
   6. I/we confirm that the tenant has given permission for their details to be held by the Managing Agent and RSH & CP Company Ltd for the reasons given below

|  |  |
| --- | --- |
| Name of Leaseholder or Agent |  |
| Signature &  Date |  |
| Email |  |

**Please send to :-**

Email: [info@bluepropertymanagementuk.com](mailto:info@bluepropertymanagementuk.com)

**\*Copies of the checklist and documents for tenants are on our website** [**www.standardhill.co.uk**](http://www.standardhill.co.uk)**’ under ‘Resident’s Information’, and ‘Your Lease’**

**\*\*Copies of the Regulations are on our website** [**www.standardhill.co.uk**](http://www.standardhill.co.uk) **under ‘Residents’ Information’ and ‘Your Lease’.**