





When you purchased your property, your legal advisor will have informed you that the terms of your lease will state the way in which you can use and enjoy it.




If you are proposing to let your property, we strongly recommend that you satisfy yourself of the following before you proceed:-

-  You should check that the terms of your lease allow you to let your property. Provisions in leases vary from property to property and you must consult your legal advisor if you are in doubt.
-  Check that the terms of your mortgage (if you have one) allow you to let your property. These can vary and you should check with your lender if you are in doubt.
-  Your lease and/or the terms of your mortgage conditions may only permit you to let your property on particular terms, e.g. only on an assured short hold tenancy - your legal advisor and/or your lender, as appropriate, will be able to advise.
-  If your lease permits you to let your property, it will usually require you to notify the freeholder and/or your management company that you intend to let your flat and to advise of the terms of the letting. Where there is such a requirement, a fee is usually payable. Each time there is change in tenancy, you must follow the same procedure. Provisions in leases vary and you should consult your legal advisor when in doubt.

### PLEASE NOTE

**YOUR HOME MAY BE AT RISK WHERE YOU AND/OR YOUR TENANTS DO NOT COMPLY STRICTLY WITH THE TERMS OF THE LEASE. IF WE HAVE TO WRITE TO EITHER PARTY TO ENFORCE LEASE COVENANTS THEN AN ADMINISTRATION FEE WILL BE CHARGED TO THE FLAT ACCOUNT.**

Once you have satisfied yourself that you may let your property:

-  Please complete the form overleaf and return it to us at Rebbeck Brothers, The Square, Bournemouth, BH2 5AN.
-  As you will no longer be residing at the property, please ensure you advise us of your forwarding address and contact tel. numbers so you can be contacted in case of emergencies by returning the completed form overleaf.
-  It is a requirement of the Fire Regulations that we are kept informed of who is living in your property. Please ensure that each time there is a change of tenancy you complete and return a copy of this form.

Once we receive the details of the tenancy a copy of the Regulations relating to the block (if applicable) will be forwarded to your tenant.

Name of your block of flats:	.....	
Your Name:	.....	
Address of the flat you are letting:	..... ..... .....	
Date The Tenancy Is Due To Commence: .....		
Is the letting on an assured shorthold tenancy? Yes <input type="checkbox"/> No <input type="checkbox"/> Other .....		
How Long Is The Tenancy For? .....		
Name(s) and occupation(s) of your tenants:  <small>Please note that you are required to provide the names of all tenants and occupants.</small>	Name	Occupation
	1. ....	.....
	2. ....	.....
	3. ....	.....
	4. ....	.....
Your correspondence address: .....		
Your emergency telephone numbers: .....		Your email address: .....
Name of letting agent: .....		
Letting agents telephone number: .....		
Details of emergency key holder: .....		
Please return to Rebbeck Brothers along with the fee of £40 plus vat.		
Rebbeck Brothers The Square Bournemouth Dorset BH2 5AN	Date: .....	
	Signature: .....	