



## ***Renting out your property, or Sub-Letting***

As the legal owner of a Leasehold property you may be required to obtain permission from the Landlord (usually called “consent”), before renting out your property, or tell the Landlord that you have rented out your property by giving Notice of Registration. An administration or registration fee will also be payable to the Landlord. The requirements for your property will be found in your lease under the Tenants Covenants. In order to request consent, or to tell us about renting out your property, you can apply online using the Tenant Portal on this site, where you will find an easy to complete application form that can be electronically submitted to HomeGround. You can also make payment of our sub-let administration fee of £65.00. In addition you will also need to upload a signed copy of the agreement with your sub-tenants, in most cases an Assured Shorthold Tenancy Agreement (“AST”), in order to complete your application. **Please note that the minimum term for a sub-let that we would accept is 3 months.**

Please note that our usual turnaround time is 3-5 working days to issue a response. Providing all the requirements of your Lease have been met, we will issue consent, and/or confirmation of registration within our usual turnaround times. If your lease does not require Landlord’s consent, and/or a Notice of Registration to be served on the Landlord, we will let you know and refund you the £65 administration fee (please note refunds can take up to 10 working days).

How to Apply

### **1. Apply On-Line**

For this you will need to have registered your account first. Once logged in you will find our Online Services and Applications. Click on to Consent for Subletting, fill in the online form, upload the AST and make payment.

### **2. Download a form and post or e-mail it back to us**

Once completed please either e-mail the form to [legal@homegroundonline.com](mailto:legal@homegroundonline.com), or post it to us. In either case, please include a signed and dated copy of your AST. Our postal address is:  
HomeGround Management Limited  
PO Box 6433  
London W1A 2UZ

#### **Other methods of payment:**

Payment of the £65 administration fee can either be made by cheque or Electronic Bank Transfer as follows:

#### **Cheque:**

Please make cheque payable to “HomeGround Management Limited” and return with your application.

**Electronic Bank Transfer:**

Account Name: HomeGround Management Limited

Account Number 04046315

Sort Code: 18-00-02

Bank Address: Coutts & Co, 440 The Strand, London WC2R 0QS

Please quote **LH/**Your 12-digit tenant reference number

***Do you need legal advice on your lease?***

Leasehold issues and the requirements of a lease can be complex. If you need help understanding your rights and obligations as a leaseholder, and information on which of our services might apply to you, please see our Information Resources Section as a first step. As with any matter that may affect the security of your home, we recommend that you seek independent legal advice if you are in any doubt.

### **Administration Charges - Summary of Tenants' Rights and Obligations**

- (1) *This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges. Unless a summary is sent to you with a demand, you may withhold the administration charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.*
- (2) *An administration charge is an amount which may be payable by you as part of or in addition to the rent directly or indirectly –*
  - *for or in connection with the grant of an approval under your lease, or an application for such approval;*
  - *for or in connection with the provision of information or documents;*
  - *in respect of your failure to make any payment due under your lease; or*
  - *in connection with a breach of a covenant or condition of your lease.*
- (3) *If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable. Any provision contained in a grant of a lease under the right to buy under the Housing Act 1985, which claims to allow the landlord to charge a sum for consent or approval, is void.*
- (4) *You have the right to ask the First-tier Tribunal whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine –*
  - *who should pay the administration charge and whom it should be paid to;*
  - *the amount;*
  - *the date it should be paid by; and*
  - *how it should be paid.*

*However, you do not have this right where –*

  - *a matter has been agreed to or admitted by you;*
  - *a matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the administration charge arose; or*
  - *a matter has been decided by a court.*
- (5) *You have the right to apply to the First-tier Tribunal for an order varying the lease on the grounds that any administration charge specified in the lease, or any formula specified in the lease for calculating an administration charge is unreasonable.*
- (6) *Where you seek a determination or order from the First-tier Tribunal, you will have to pay an application fee and, where the matter proceeds to an oral hearing, a hearing fee, unless you qualify for fee remission or exemption. Making such an application may incur additional costs, such as professional fees, which you may have to pay.*
- (7) *The First-tier Tribunal and the Upper Tribunal (in determining an appeal against a decision of the First-tier Tribunal) have the power to award costs in accordance with section 29 of the Tribunals, Courts and Enforcement Act 2007.*
- (8) *Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.*