



## LETTING YOUR PROPERTY

**Upon purchasing your property, your Solicitor/Conveyancer will have informed you that within the terms of your Lease it stated the way in which you can enjoy your property.**

**If you intend to let your property, we strongly recommend that you ensure the following is in place before any contract is signed:-**

- Check that the terms within your Lease **allow** you to let your property as some Leases forbid this. If you are unsure consult with your Solicitor/Conveyancer and they will be able to tell you if this is possible.
- Your Legal Charge/Mortgage conditions may only permit you to let your property under certain terms/conditions, e.g. only on an assured shorthold tenancy – your Solicitor/Conveyancer and your Mortgagee/Lender, whichever is appropriate, should be able to advise you on this.
- If your Lease permits all of the above and you wish to go ahead and let your property, it will usually require you to notify the Freeholder and your Management Company (if applicable). You should also notify your Managing Agent so they are aware who is living in your property should an emergency occur. There is usually a fee applicable each time there is a change in tenancy. For each new tenancy you must follow the same procedure. Provisions in Leases may vary and you should consult your Solicitor/Conveyancer if you are unsure as the onus is on you as an Owner/Lessee.

### **PLEASE NOTE**

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

Once you have satisfied yourself that you can let your property:-

- Please complete the form overleaf and return to Foxes Property Management Ltd, 6 Poole Hill, Bournemouth BH2 5PS or email to [info@foxespropertymanagement.com](mailto:info@foxespropertymanagement.com)
- As you will no longer be residing at your property, please ensure you advise us of your forwarding address and contact telephone numbers/emails etc. so you can be contacted in the case of an emergency 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 to Foxes Property Management, as above.

*Established 1996*

T: 01202 299099  
F: 01202 780480

www.foxespropertymanagement.com



6 Poole Hill  
Bournemouth  
BH2 5PS

info@foxespropertymanagement.com

Name of block/flats .....

Your Name: .....

Address of the flat you are letting: .....

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Date Tenancy is due to commence: .....

Length of Tenancy Agreement .....

.....

Name(s) and occupation(s) of your Tenants:-

*Please note that you are required to provide the names of all tenants and occupants:*

Name: ..... Occupation: .....

Name: ..... Occupation: .....

Name: ..... Occupation: .....

Name: ..... Occupation: .....

Contact number of Tenant: .....

Your correspondence address: .....

.....

Your email address: .....

Name & address Letting Agent: .....

Telephone No. Letting Agent: .....

Details of emergency key holder: .....

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*Please return to Foxes Property Management Ltd, 6 Poole Hill, Bournemouth BH2 5PS with  
the fee of £130.00 inclusive of VAT.*

Established 1996



VAT Registration Number: GB 675 81 6494  
Registered in England No. 3088004. Registered Office: 6 Poole Hill, Bournemouth, Dorset, BH2 5PS

