



## **Sub letting**

You should let us know if you are sub letting your apartment and let us have the name of the tenant and a contact telephone number for them so that we can contact them if we require access to your apartment in an emergency.

Your lease may also require you to give notice of the subletting to us with a copy of the tenancy agreement. A fee of £76.38 is payable and you should let us have your cheque in this sum made payable to Hazelvine Ltd when you send us a copy of the tenancy agreement.

Where we arrange the insurance of the building our insurers advise that subletting is generally acceptable as long as the lease permits it and the property is let to professionals.

If you have any questions regarding sub letting please call 01628 529765 or email [info@hazelvine.com](mailto:info@hazelvine.com)

Yours sincerely

The Hazelvine Team

Hazelvine Limited  
Thamesbourne Lodge  
Station Road  
Bourne End  
Buckinghamshire  
SL8 5QH

**Please print, complete and enclose your cheque for £76.38 payable to  
Hazelvine Ltd.**

Name of Tenant	
Daytime phone No.	
Evening phone No.	

Property Reference	
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Your Name	
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Address	
Postcode	

Daytime phone No.	
Evening phone No.	
Email Address	

Additional Notes

Date	/	/
Signature		