



Sub letting

If you should choose to sublet your apartment, you must submit the name and contact telephone number of the tenant so that we can contact them if we require access to your apartment in the event of 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 £78.00 is payable in such cases. Please send a cheque in this sum made payable to Hazelvine Ltd accompanying the 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

Yours sincerely

The Hazelvine Team

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

**Please print, complete and enclose your cheque for £78.00 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	