

Brighton & Hove City Council Leasehold Management Information and Buildings Insurance Alteration Form



In order to manage the building properly, the council may need to contact you in the event of an emergency. Please complete this form and return it to the address below.

Address of Property

Leaseholder

Home tel number

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Daytime tel number

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Do you let your flat to somebody else? If so, please complete the following section.

NOTE: If you sub-let your flat, your lease requires the council is kept informed of any changes. You must also ensure that your tenants adhere to the covenants contained in the lease, as you are responsible for their actions. Please note that letting your flat is a material risk accepted by the insurers and may restrict the cover given by the policy. An additional premium may be imposed by the insurers. Also, if your home is unoccupied for more than 30 consecutive days, you will no longer be insured against loss or damage to the building caused by escape of water or theft, unless you notify us and the insurers agree to extend the cover.

Leaseholder's Contact Address

Leaseholder's Contact Tel No

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E-mail

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Managing Agent Details (if relevant)

Name

--

Address

--

Telephone No

--

E-mail

--

Tenant Details

Name(s) of tenant(s)

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Telephone No.

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Mobile tel number

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Length of tenancy

--

Date of agreement

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Assured shorthold?

Yes	No
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Amount of deposit held £

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Signed _____

Date _____

Please return this form to: Right to Buy & Leasehold, Brighton & Hove City Council, Housing Centre, Eastergate Road, Brighton BN2 4QL