

**This form should be completed by the property owner and returned with payment to Brockwell Gate Management Company Limited, PO Box 41067, London SW2 2XZ.**

In accordance with the terms of my Lease and the Lessor's Buildings Insurance and Terrorism Insurance policy, I, \_\_\_\_\_,  
Leaseholder of apartment \_\_\_\_\_, hereby  
serve notice to The Manager (Brockwell Gate Management Company Limited) that  
the above apartment is rented out as a single dwelling unit for a minimum of 6 (six)  
months.

*The following information is required by the Lessor's Buildings and Terrorism Insurance policy. We will pass this information on to the insurance company. Please tick options as applicable:*

The property is let through a letting agent

The property is let directly to the tenant

All of the tenants are in professional employment

One or more of the tenants are unemployed

One or more of the tenants are students

One or more of the tenants are asylum seekers

One or more of the tenants are claiming DSS allowance

I enclose a cheque for £20.00 payable to "Brockwell Gate Management Company Ltd" in order to serve the subletting notice to the Manager, as per clause 14.4 of the Lease. I understand that I must also serve a separate subletting notice to the Lessor (freeholder) or their agent in writing. I will continue to serve subletting notices for each new or renewed tenancy agreement to the Manager and Lessor, and inform the Manager for each change in the tenant's status.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** *(if not living at property)* \_\_\_\_\_