



Eastbourne and Lewes Legal Services c/o Eastbourne  
 Borough Council  
 Town Hall, Grove Road  
 Eastbourne  
 East Sussex BN21 4UG

**Registration of Sub-letting (Leasehold)**

Please complete the registration form and return it with a fee of **£24.00** (inclusive of VAT).  
 Cheques should be made payable to your landlord, either **Eastbourne Borough Council**  
 or **Lewes District Council**.

<b>Address of property</b>	
<b>Name of leaseholder(s)</b>	
<b>Contact address of leaseholder(s) during sub-letting:</b>	..... .....
<b>Telephone:</b>	<b>Home:</b> ..... <b>Work:</b> ..... <b>Mobile:</b> .....
<b>Email address:</b>	.....
<b>Tenant's name(s) (if known) or letting agency details</b>	<b>Tenant:</b> ..... <b>Agency:</b> .....
<b>Telephone:</b>	.....
<b>(Estimated) period of let:</b>	

I understand that I remain responsible for my tenant(s) complying with the terms of my lease during the period of letting.

Leaseholder Signature(s):

Date: