

# UNDERLETTING

Please complete this form, scan and email it to info@simarc.co.uk. Alternatively you can fax it to us on 020-8236-0702 or send it by post.

**PROPERTY REFERENCE NUMBER:**

**PROPERTY ADDRESS:**

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**CORRESPONDENCE ADDRESS:**

Please note we are unable to send correspondence to addresses outside the UK. Please provide a valid UK postal address. If you are unable to provide a valid UK postal address, please provide a valid email address to which we can send all correspondence. If you have a web account you can also do this via our website.

Please write clearly in capitals.

Postal Address: .....

Email Address: .....

Please tick **ONE** of the following options confirming where you require correspondence to be sent (please note ALL correspondence including ground rent demands will be sent to this address):

Postal address  Email address

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**TENANT(S) DETAILS:**

Name of Tenant(s): .....

Date of Commencement of Subletting: .....  
(as per tenancy agreement)

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Your name: ..... Your signature:.....

Date: .....

**WHEN RETURNING THIS FORM PLEASE ENCLOSE THE REQUIRED FEE  
AND A COPY OF THE TENANCY AGREEMENT**

**PAYMENT**

Should you wish to pay via your web account or through our automated telephone system, please forward this form to us and we will update your account with the appropriate fee payable. Alternatively you can send a cheque payable to Simarc Property Management Limited to our offices (please write your property reference number and address on the back of the cheque).