



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 Gem Estate Management Ltd accompanying the copy of the tenancy. 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 01462 475666 or email property@gemestate.co.uk

Yours sincerely

The Gem Estate Management Team



Gem Estate Management
Gem House
1 Dunhams Lane
Letchworth
Hertfordshire
SG6 1GL

Please print, complete and enclose your cheque for £78.00 payable to

Gem Estate Management Ltd.

Name of Tenant	
Daytime phone No.	
Evening phone No.	
Property Reference	
Your Name	
Address	
Postcode	
Daytime phone No.	
Evening phone No.	
Email Address	
Additional Notes	
Date	
Signature	