##### **FORM C**

**Notification of change of tenants §4 (xix)/(xx) of the Lease. FEE: £75**

|  |  |
| --- | --- |
| Your name (flat owner) |  |
| Contact address (not the flat) |  |
| Telephone no. (not the flat) | Landline:Mobile:  |
| Email address |  |
| Details of any letting agent | Name:Telephone no:Email address: |
| Full name of tenant(s) |  |
| Full name of other occupiers (aged 18 or over) |  |
| Number of children under 18 |  |
| Flat no. in Regent Square |  |
| Garage / parking space no. |  |
| Contact no.  |  |
| *YOU ARE REQUIRED TO GIVE THE FOLLOWING INFORMATION FOR INSURANCE PURPOSES* |
| Term of letting agreement | Start date:End date: |
| Are your tenants (please tick as applicable) | * In full time employment
* Family member or friend
* Social housing tenants
* Students
 |

**This form must be submitted with Form D and returned to:**

**61 Regent Square London. E3 3HW**