**RSH&CP COMPANY LTD**

**THE COMPANY OWNING THE FREEHOLD OF ROYAL STANDARD HOUSE AND CITY POINT NOTTINGHAM**

**Application to Underlet & Registration of New Tenant**

Under the terms of the Leases for Royal Standard House and City Point permission is required for underletting of an apartment in most instances and **all** new tenants have to be registered (clause 4.4 of the Lease). We also require contact details in case of an emergency.

**Please ensure this form is completed and returned to the Managing Agents, FHP ideally before the new tenant moves in. You should ensure the tenant knows and agrees that the information is being provided to us. Information about how we use the data is attached.**

To be completed by leaseholder (owner of the apartment) or his/her agent

1. **Number and name of apartment being rented out**

|  |
| --- |
|  |

1. **New tenant details**

|  |  |
| --- | --- |
| **Name** |  |
| Mobile/tel no. |  |
| Email |  |
| **Name** |  |
| Mobile/tel no |  |
| Email |  |

1. **Other tenants/occupants & email contacts**

|  |
| --- |
|  |

1. **Tenancy Details**

|  |  |
| --- | --- |
| Start date |  |
| Initial term |  |
| Initial letting agent |  |
| Agent/person managing the tenancy |  |
| Contact name, and number for person managing tenancy |  |

**From September 2018 all properties rented in Royal Standard House or City Point must be licensed with Nottingham City Council. Please confirm who is registered as the Property Manager with the Council.**

|  |  |
| --- | --- |
| **Name** | **Contact Tel/Email** |

1. **Please confirm the following:**
	1. All tenants have been given a thorough induction process\* regarding the site and services. YES/NO
	2. The tenant has received a copy of and has agreed to abide by the rules and regulations in the main lease\*\* covering the use of the apartment (Premises), building and grounds (Estate) as supplied. (ideally Schedule 4 is annexed to the Tenancy Agreement). Copies may be found on the website. YES/NO
	3. The tenant has been provided with a resident’s and visitor’s parking pass and a copy of the Parking Code\*. The tenant has been made aware of the restriction in the use of visitor passes. YES/NO
	4. In support of this application, we attach (or will forward by email to Rachel@fhp.co.uk) a copy of the Tenancy Agreement that will be used.
	5. I/We understand that – subject to above conditions being satisfied and the terms of the Tenancy Agreement meeting the Lease conditions for Royal Standard House and City Point – the written consent of the Directors will not be unreasonably withheld.
	6. WI/we confirm that the tenant has given permission for their details to be held by FHP and RSH & CP Company Ltd for the reasons given below

|  |  |
| --- | --- |
| Name of Leaseholder or Agent |  |
| Signature & Date |  |
| Email |  |

**Please send to :-**

Email: rachel@fhp.co.uk

or post: Rachel Serio, FHP, 10 Oxford Street, Nottingham NG1 5BG

**\*Copies of the induction checklist and documents for tenants are on our website** [**www.standardhill.co.uk**](http://www.standardhill.co.uk)**’ under ‘Resident’s Information’, and ‘Your Lease’**

**\*\*Copies of the Regulations are on our website** [**www.standardhill.co.uk**](http://www.standardhill.co.uk) **under ‘Residents’ Information’ and ‘Regulations’ .**

**Why we request details of tenants at Royal Standard House and City Point**

Our managing agents and two of our Directors hold a list of tenants names and contact details for the following purposes:-

1. For security – so we know who is living here and can identify potential intruders
2. For out of hour emergencies, e.g. gas leaks
3. For communications about the site and maintenance. E.g. in order to advise of problems with the operation of the gates, new access codes, security alerts
4. For invitations to residents social events

It is also a lease requirement that new tenants are registered.

**Privacy Policy**

**Who we are**

RSH and CP Company Limited is the freeholder interest of Royal Standard House and City Point, NG1 6FX. It is a private company, limited by guarantee, and is registered in England and Wales (company number 05751557). The company’s registered address is

10 Oxford Street

Nottingham

NG1 5BG

You can contact us through our managing agents, FHP Property Consultants, by telephone on 0115 950 7577 or by email at block@fhp.co.uk or by post at our registered address.

**What personal data we collect and how we use it?**

We maintain a list of the leaseholders, tenants or residents of all the apartments at Royal Standard House and City Point, their address, email and telephone numbers. This information is collected when you purchase or rent an apartment in Royal Standard House or City Point or subsequently and is provided by you or your landlord. We collect this information so that we can communicate with all leaseholders and residents regarding the site and any emergencies, maintenance or lease and service charge issues. We hold no other information about you. We retain the information you provide as long as you own or rent an apartment in Royal Standard House or City Point. In the case of directors of the company, we also hold the information required to register your directorship at Company House.

**Who we share your data with?**

We share information about the ownership of apartments and the contact details of leaseholders with our managing agents, FHP property Consultants, who manage the apartments on our behalf. We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Two of our directors have access to your email and telephone number so they can communicate with you. They may hold it in hard copy or as a file on a password-protected computer. We do not share data with anyone else or with any other organisation. We do not send your data anywhere for storage. We do not conduct any analysis of your personal data. We do not use your data for marketing purposes. We may, however, disclose your personal information to the extent that we are required to do so by law.

**Website and cookies**

The computers which host our website maintain site logs which collect the internet protocol (IP) address used to connect your computer to the internet. We may use software with this information to determine website usage; we do not use it to identify or obtain information about specific users. We do not collect any personally identifiable information through the website or provide any IP information to others. We do not have a log-in or other facility for entering information into our website; website visitors are not able to leave comments on the website for others to read. Articles on the website may include embedded content (e.g. videos, images, articles, etc) from another website or hyperlinks to other websites. Embedded content from other websites behaves in the exact same way as if the viewer has visited the other website. We have no control over, and are not responsible for, the privacy policies and practices of third-party websites. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content.

**What rights you have over your data**

You can request to receive a list of the personal data we hold about you, which you will have already provided to us. You can correct any errors at any time by contacting us. You can also request that we erase any personal data we hold about you. This does not include any data we need to keep for administrative purposes, so we can maintain a record of ownership of your apartment and make contact with you.