

A key requirement: Registering tenants for all letting leaseholders

If you let out your flat, please be aware that your lease normally requires you to notify the landlord or managing agent and obtain the appropriate approval before subletting. This is not just an administrative formality; it ensures that the building's legal, safety and security obligations can be met.

To support this, Common Ground has introduced a **NEW online Tenant Registration Form**.

All landlords who let their properties must now complete this form to register their tenants.

[Register Tenant Here](#) →



Why this is necessary



Building Safety & Emergency Planning:

We must be able to identify who lives in the building so we can support residents who may require a **Personal Emergency Evacuation Plan (PEEP)**.



Allows us to liaise directly with tenants:

This is important as we must carry out annual front door inspections and may need to contact your tenant quickly in emergencies.



Compliance with Lease Terms:

Most leases require leaseholders to **obtain consent before subletting** and provide tenant details. Registering tenants fulfils this obligation.



Secure Portal Access:

Only registered residents can be granted access to our online portal for updates, notices, and essential building information.

Cost

A registration fee of **£90 inc. VAT** applies

This covers administration, record updates, portal access and safety compliance.

Action required

If you let or plan to let your flat, please complete the **Tenant Registration Form** as soon as possible.

[Click Here](#) →

Thank you for helping us keep the building safe, compliant and well managed for all residents.