Please provide as much information as possible and attach any agreements for the sublet you may have. If you have any questions, please contact your HOST Account Manager.

|  |  |
| --- | --- |
| **General Information** | |
| Date submitted |  |
| MP’s Name |  |
| Property Cost Centre or Address |  |
| Type (tick as many as applicable) | Registering a Sublet (non-General Election reason) – go to Section A  General Election use ONLY – go to Section B  Renewing a Sublet – go to Section C1  Additional changes to Sublet – go to Section C2  Cancel a Sublet – go to Section D |
| **SECTION A – Registering a new Sublet** | |
| Who are you subletting to? |  |
| Sublet Tenant Type | Constituency Office/Political Party  Unrelated third-party business/enterprise  MP Political Work |
| Start Date of sublet |  |
| End Date (leave blank if rolling/ongoing) |  |
| Description of space/services being sublet *For example: sqft size, name or number of rooms/floors, utilities included* |  |
| What percentage of the property is being sublet (estimate if unknown)? |  |
| Sublet fee £ |  |
| Frequency *For example, monthly/quarterly/yearly* |  |
| Who will pay make the repayment to IPSA? | MP  Reduction in rent MP pays/IPSA funds  Sublet tenant *(MPs will be liable for all repayments to IPSA – see repayment terms below)* |
| Do you have landlord’s permission to sublet? | Yes  No – you should request permission from your landlord so you are not in breach of your tenancy |
| Do you have a written sublet agreement? | Yes  No – we would strongly advise you have a written agreement to state each parties' responsibilities. IPSA will not fund any costs of the sublet tenant |
| Is the agreement signed by all parties? | Yes  No |
| Is the agreement attached? | Yes  No |
| Additional information *e.g. part payment for first period* |  |
| **SECTION B – Use of office for General Election Campaigning ONLY** | |
| Who are you subletting to? | MP (for MP’s campaigning)  Constituency Office/Political Party  Other – please specify:.............................................................................. |
| Start Date of sublet |  |
| End Date |  |
| What percentage of the property is being sublet (estimate if unknown)? |  |
| Sublet fee £ |  |
| Frequency *monthly/quarterly/yearly* |  |
| Who will pay make the repayment to IPSA? | MP  Reduction in rent MP pays/IPSA funds  Sublet tenant *(MPs will be liable for all repayments to IPSA – see repayment terms below)* |
| Do you have landlord’s permission to sublet? | Yes  No – you should request permission from your landlord, so you are not in breach of your tenancy |
| **SECTION C1 – Renewing a Sublet** | |
| New End Date of Sublet |  |
| **SECTION C2 – Additional Changes to Sublet** | |
| Reason for Sublet |  |
| What percentage of the property is being sublet? (0-100%, or NA if not applicable) |  |
| Sublet fee £ |  |
| Frequency e.g. *monthly/quarterly/yearly* |  |
| Who will pay make the repayment to IPSA? | MP  Reduction in rent MP pays/IPSA funds  Sublet tenant *(MPs will be liable for all repayments to IPSA – see repayment terms below)* |
| Do you have landlord’s permission to sublet? | Yes  No – we would advise you request permission from your landlord, so you are not in breach of your tenancy |
| Do you have a written sublet agreement? | Yes  No |
| Is the agreement signed by all parties? | Yes  No |
| Is the agreement attached? | Yes  No |
| Additional information *For example, part payment for first period, utilities included* |  |
| **SECTION D – Cancel a Sublet** | |
| End Date of Sublet changed? | Yes – what is the new End Date  No |
| Additional information *For example, part payment for final period* |  |

**Repayment Terms**

All sublet rents due to be paid to IPSA must be received within 30 days of their due date – regardless of whether it is the MP or the Sublet tenant who should make the payment. If for any reason the sublet tenant has not paid the rent to the MP the MP should contact IPSA immediately.

Repayments should be made to the following bank account, with the payment reference ‘Sublet – *Property Cost Centre/MP Name’* for example, Sublet– MH57000-ACC-99 or Sublet – J Bloggs

|  |  |
| --- | --- |
| Account Name | IPSA ACCOUNT |
| Sort Code | 60-70-80 |
| Account Number | 10012524 |