

BICKENHALL FREEHOLD LTD
& BICKENHALL MANSIONS MANAGEMENT LTD

24A Bickenhall Mansions, Bickenhall Street,
Marylebone W1U 6BR Tel: +44-20-7935-3227
Email: info@bickenhallmansions.co.uk

APPLICATION TO SUBLET

(To be completed by Leaseholder on behalf of proposed sub-tenant)
(NB: Sub-leases of less than 12 months are not permitted)

Bickenhall Mansions is a prestigious residential block comprising of 224 apartments. In order to maintain the high standard of security and peaceful nature of the building, stringent requirements are imposed. To enable the Boards to consider your application, please complete this form in block capitals and return it to the Building Manager at the address indicated above. If you are uncertain as to the meaning of any questions raised in this form, please consult your solicitor, the agent acting for you, or the Building Manager.

Flat No.	
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1. Renter Details

	Subtenant 1	Subtenant 2
Title		
First Name		
Surname		
Telephone		
Mobile		
Email		
Occupation		

Date of Commencement of
Subletting

Expiry Date of Letting

(Please notify us if the Agreement continues on a rolling basis following the agreed expiry date – this is to ensure that the site team are able to see that the renters details are still valid.)

2. Leaseholders Details

Names(s)	
Address	
Telephone	
Mobile	
Email	

3. Letting Agents Details

Name	
Address	
Contact	
Telephone	
Email	
Is letting agent a key holder for the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	

We are able to send correspondence to either one postal address, or one email address. Please confirm your correspondence preferences.

Primary Contact: ☐ You OR ☐ Letting Agent

Any correspondence will be sent to this contact

Correspondence Method: ☐ By Email OR ☐ By Post

Note: Certain documents, such as a Final Arrears Notice and S20 Notices, may only be sent by post to the primary contact postal address.

4. Confirmations

Please confirm the following statements by initialling in the boxes provided:

- No animals or pets will be kept in the flat []
- None of the applicants (including the proposed residents) has ever been convicted of a criminal offence, other than a minor motoring offence, in the UK or elsewhere []
- None of the applicants (including the proposed residents) has ever been declared bankrupt in the UK or elsewhere []
- Please note that any sub-underletting via websites such as Airbnb and the like is strictly prohibited and will result in immediate eviction. Please initial the box to confirm your absolute compliance with this regulation. []
- All Leaseholders are obligated to ensure that their sub-Tenants are in full compliance with BFL & BMML House Rules. As such, the Leaseholder should ensure that the sub-Tenant has been given a copy of the House and is aware that it applies to the contract between Leaseholder and sub-Tenant. []
- It is the leaseholders responsibility to ensure that with effect from 24.11.2025, they have obtained the required subletting Selective Licence from Westminster City Council. Failure to obtain the Selective Licence or to provide a copy of the Selective Licence to BFL/BMML on request, will render any subletting permissions granted by BFL/BMML null and void. []

Please note that the building has CCTV and 24/7 Security, so any transgressions by sub-tenants will be picked up and Leaseholders will be liable.

If a tenant is found to be advertising the flat for short lets via Airbnb or the like, a non-refundable administration fee of £500 will be due to Bickenhall Mansions Management Ltd and will be required from the tenant's rent deposit. The tenant will also be evicted with immediate notice.

6. References

No consent will be given until three satisfactory references are provided relating to each applicant. These references must be provided by a reputable UK bank, UK Solicitor or other person or body approved by the board of the Management Company. Please list the names of the referees below and attach the original references:

Referee 1	
Referee 2	
Referee 3	

Please note that the Management Company reserves the right to require additional references in respect of the Directors of a corporate applicant and in respect of any resident.

7. Statement

I/ We hereby declare that all the statements given in this application are true and complete and that I/we have disclosed all material facts that ought to be communicated to the Management Company.

Signatures of each applicant and seal of corporate applicants:

..... Date.....
..... Date.....
..... Date.....

Attachments - 3 references

Approved by Bickenhall Mansions Management Limited or Bickenhall Freehold Limited

Signature..... Date

Please return this completed form with copy of the signed Tenancy Agreement to:
info@bickenhallmansions.co.uk