

**The Arena Standard Hill Nottingham NG1 6GL**

APARTMENT NUMBER

**INFORMATION SUPPLIED BY  
LEASEHOLDER TO FREEHOLDER  
under Clause 4.4 of Lease**

**To Arena Residents Association Ltd  
c/o Encore Estate Management Ltd Ref JH  
14 Poplars Court, Lenton, Nottingham NG7 2RR**

Please be advised that this apartment is the subject of a sub-tenancy or other event mentioned in clause 4.4 of the apartment lease – see page 2 for the provisions of clause 4.4.

A copy of the relevant document dated \_\_\_\_\_ is enclosed.

SIGNED

DATED

OWNER or OWNER'S AGENT (please delete one)

*If the letting is managed by a letting agent, please give here the business name and contact details of the agent.*

NAME

Postal Address

Email address

Tel No

*Contact details of the Apartment Owner. This information is required under Reg 31 of the Lease Regulations [see page 2] and will be used for communications from the freeholder or its agents.*

NAME

Postal Address

Email address

Tel No

*Contact details of the Sub-tenant (or other party to the document) including details of anyone resident in the apartment other than the Owner. This information is required under clause 4.4 of the Lease.*

NAME

Address

Email Address

Tel No

*Clause 4.4 of the Apartment Lease provides as follows:*

Within four weeks next after any transfer assignment underletting charging or parting with or sharing possession . . . or devolution of the Premises to give notice in writing thereof and of the name and address and description of the transferee assignee underlessee chargee or person upon whom the relevant term or any part thereof may have devolved . . . and to deliver to the Landlord or its Solicitors within such time as aforesaid a certified copy of every instrument of transfer assignment underletting charging or devolution and every probate letters of administration order of the Court or other instrument effecting or evidencing the same and to pay to the Landlord's Solicitors a reasonable fee not less than Forty Pounds (£40) for the registration of every such notice together with Value Added Tax payable thereon . . . .

*Regulation 31 of the Regulations provides as follows:*

The Tenant shall keep the Landlord informed of his current postal address for the purpose of receiving communications from the Landlord or its agents. Any communication sent to the Tenant by post to his last known address shall be deemed received by the Tenant three working days after posting.

*The current Regulations can be found at [www.arena-apartments.co.uk](http://www.arena-apartments.co.uk) under RESIDENTS INFO.*

**General Data Protection Regulation**

The above information will be used only by Arena Residents Association Ltd or its agents for the purpose of dealing with rights liabilities and obligations under the Apartment Lease.

*This notice is to be given in writing by hard copy and/or by email.*

**REMEMBER TO ENCLOSE** a copy of the tenancy agreement or other document identified in this notice.

*Arena Residents Association Ltd  
Company No 06189912 England  
3-5 College Street, Nottingham NG1 5AQ*