

# Notice of grant of a tenancy in a commonhold unit

**FORM 14** 2004  
To be completed by the landlord and sent to the commonhold association

This notice must be completed and sent to the commonhold association within 14 days of the date on which the tenancy is granted. If the landlord fails to do this, the commonhold association may bring proceedings to enforce the duty to give this notice and the landlord may be liable to pay costs and/or compensation.

Where the tenancy is a written tenancy agreement, the landlord must send a copy of the agreement to the commonhold association. Where the tenancy is an oral tenancy agreement, the landlord must provide the details specified below. Please refer to the commonhold community statement for further details and, if necessary, get independent advice. The tenancy may have to be registered at Land Registry.

Name of commonhold	<input type="text"/>	
Name and address of commonhold association	<input type="text" value="NAME"/>	<input type="text" value="ADDRESS"/>
Date on which tenancy was granted	<input type="text" value="/ /"/> DD/MM/YY	
The tenancy was granted in the (tick and complete as appropriate)	<input type="checkbox"/> whole	of unit number <input type="text"/>
	<input type="checkbox"/> part	
The tenancy was granted under (tick as appropriate)	<input type="checkbox"/> a written tenancy agreement (copy attached)	
	<input type="checkbox"/> an oral tenancy (see below)	
Name of tenant	<input type="text"/>	
Address of tenant	<input type="text"/>	
Name of landlord	<input type="text"/>	
Address of landlord	<input type="text"/>	
If an oral tenancy, please provide the following details		
Description of premises let	<input type="text"/>	
Length of tenancy	<input type="text"/>	Commencement date <input type="text"/>
Rent payable	<input type="text"/>	
Other relevant terms (use additional sheet if necessary)	<input type="text"/>	
Signed	<input type="text"/>	Date <input type="text"/>
Name (please print)	<input type="text"/>	