

CHANGE OF SHARER GUIDE

As residents, you are jointly and severally liable for your tenancy until all of you decide to serve notice to vacate.

However, one resident may want or need to break from the tenancy halfway through your fixed term. The landlord may allow you to do this, subject to certain conditions.

- ✓ **Agreement from the landlord and other tenant(s)**
Before we proceed with a change of sharer during this tenancy, we will need the agreement of the landlord and other tenant(s).

- ✓ **Details of potential new tenant**
We will need contact details of the new tenant, including their occupation with income and any details for a guarantor, if needed.

- ✓ **Tenancy term**
When supplying the details of the new tenant, please specify if this new fixed term is for the remainder of the current tenancy, or if this is for a further 12 months. Please note, we cannot accept anything shorter than the current fixed term agreed.

We will aim to keep the new tenancy start date in line with the current rent date to minimise disruption for the remaining tenant(s)

- ✓ **Payment of change of sharer cost**
To start the process, we will require payment from the vacating tenant(s) This cost will be confirmed with you when we receive agreement from the landlord and other tenant(s). if a guarantor is needed on the new tenants application, a further £50+VAT will be added to the overall cost.

This cost covers referencing the new tenant, executing a new tenancy agreement, protecting the new deposit, conducting a new mid-term inventory report and liaising with all parties throughout the process.

✓ Referencing of new tenant, and guarantor if needed

Once payment is made, the application forms will be sent to the new potential tenant, and we will require sign up from the remaining tenants. A holding deposit will also be taken from the new potential tenant, and deducted from their portion of the deposit, when the remaining payment is due.

✓ Deposit

A new 5-week deposit will be taken from all tenants upon signing the new tenancy agreement. Once payment has been received, the original deposit will be returned to the original tenants via the DPS.

✓ Inventory Report

We will conduct a mid-term inventory on the first day of the new tenancy, which all tenants will be required to sign. The new tenant must agree to the original inventory report, along with the mid-term inventory. Upon vacating, the check-out report will be compared to the original inventory report.

✓ Keys

All keys and any parking permits the vacating has will need to be returned in our office before the new tenancy starts.

We will then issue these to the new tenant on the tenancy start date, when we conduct the Right to Rent check.

Once you've collected all your documents, organised your finances, and spoken with your referees, you'll be set for the Goodlord referencing process



Agree with
landlord



Payment



Reference
approved



Contract
signed



Mid-term
inventory
report



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