

Reassignment Information

We've prepared this document in the event that you may be thinking about looking to leave your property before the end of your tenancy.

Your Commitments:

The agreement that you signed with us for your accommodation was likely for 51 weeks. By signing this agreement you agreed to occupy the room or property of your choice and to pay any rent owing for the duration of your tenancy.

While we're happy to assist you in looking for a suitable student (by this we mean a full time student from the same College), to take over your tenancy and thereby release you from your commitments to us as a tenant you need to be aware that we cannot guarantee that a suitable student will come along, it simply depends on who is looking for accommodation and if your room or property appeals to them.

Whether you choose to remain in your room or property or not, you remain liable for the accommodation and any rent owing should a replacement tenant not be found.

If you are sure that you'd like to look to finish your tenancy with us early let us know – it's useful for us to know when you'd ideally like someone to take over your tenancy i.e. from the 1st July, and if you have let your housemates know that you are looking to leave your property by finding a replacement tenant. Obviously a new tenant moving in would affect them so it's a good idea to let them know your intentions.

If you have signed a joint agreement with us, as opposed to an individual tenancy agreement, your housemates will need to agree to the replacement tenant you find moving in and the new group will need to sign a new joint tenancy agreement.

***Please Note:** We are able to help you to look to reassign your room so long as there are 5 or more weeks of your tenancy remaining. If there are less than 5 weeks of your tenancy left reassigning your room is not possible.

When you've let us know that you would like us to help you to find a replacement tenant and we know the date you'd like someone to hopefully move in by we'll assist you in the following ways:

- 1). We'll place an advert on the Rooms Available Now section of our website for you.
- 2). We'll place an advert on the ULHS Property Database for you.
- 3). We'll give you some advice as to how you can advertise your room and help to look for a

replacement tenant yourself: in our experience the students who are the most proactive are the students who find someone to take over their tenancy – well worth remembering!

Viewings: We shall contact you when we receive any enquiries to let you have the contact details of the student who may be interested in your room. You'll then be able to arrange for them to visit and see the room and property, it's also good for them to meet the other tenants where possible.

The Replacement Student:

If you successfully find a suitable student to take over your tenancy they will need to complete the standard Student Homes application process. Any students who take a room via a reassignment within the last 6 months of a tenancy will also need to complete a guarantee form. Until the new student has completed their application you remain responsible for your room and for any rent owing.

We hope you find this guide helpful, any questions get in touch with us:

By calling: 020 7664 4836

By emailing: student.homes@london.ac.uk

By visiting our office:

Student Homes
4th Floor, Housing Services,
Student Central,
2 Malet Street,
London,
WC1E 7HY.

Our office is open between 10am – 5pm, excluding on Tuesday's when the office is open from 11am – 5pm.

Kind regards, The Student Homes Team.

University Student Homes
University of London Housing Services
Student Central | 4th Floor, 2 Malet Street | London WC1E 7HY | United Kingdom
Tel: +44 (0)20 7664 4836
Web: University Student Homes



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