

## Tenancy Reassignment FAQ

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.

### What is Tenancy Reassignment?

When you signed your agreement with Student Homes you agreed to be responsible for your room / the property for the period listed on the first page of your tenancy agreement.

When you reassign your tenancy, you are assigning or handing over your contract for your room / property to another student.

Unless a reassignment is completed you remain responsible for the tenancy until it ends.

### Can I reassign my tenancy at any time?

You can only reassign your tenancy where there is more than 5 weeks of your agreement remaining.

### Who can I reassign my tenancy to?

This depends on the property you have chosen to live in at Student Homes.

Essentially you can only reassign your tenancy on the same basis at which we offered it to you.

What this means is if you live in a room / property advertised as for SOAS postgraduates students, then you'll have to find another SOAS postgraduate student to reassign your tenancy to.

If the room / property was just advertised for students of a particular college (e.g. SOAS) you'll be able to reassign to the following:

1. Students of the same college
2. Students in their 2nd year of undergraduate study and above
3. Students who are fully enrolled on their course at the college
4. Students studying on a full-time course

If you live in a room / property that was not advertised for students of a specific college, you can advertise to students who meet points 2 – 4 above, and come from one of our partner colleges in the list below:

Birkbeck  
Central School of Speech and Drama (CSSD)  
City, University of London  
Courtauld Institute of Art  
Goldsmith's  
Heythrop College  
King's College London  
London Business School  
London Contemporary Dance School  
London School of Economics (LSE)  
London School of Hygiene and Tropical Medicine  
Ravensbourne  
Royal Academy of Music  
Royal Holloway  
The Royal Veterinary College  
The School of Advanced Study  
University of the Arts London (UAL)  
School of Oriental and African Studies (SOAS)  
St George's University London  
University College London (UCL)

If you're not sure who you can reassign your room too, just ask a member of our team.

All our rooms are for single occupation only so you can only reassign your room on this basis.

### **What's the process?**

1. Firstly you'll need to find someone to take over your room. You are responsible for doing this part, so you'll need to advertise your room as widely as possible in order to have the best chance of finding another tenant to whom the tenancy can be reassigned to. We'll update the information about your room on our website to show that your room is available.
2. When you've found someone, let us know at Student Homes and we'll organise all the paperwork for you. We'll ask for the details of the person you wish to reassign your room to as well as the date you've both agreed for the new tenancy to start (at which point your tenancy will end). Once we have this information we'll start them on the sign up process (it's the same one you completed when you signed up with us).
3. You'll need to sign a document confirming you would like to reassign your room to the new student. You can only sign this document when you've found someone to take over your room. You should note that signing this document doesn't mean you've reassigned your room, that only occurs when the student signs their tenancy agreement.
4. Once the student you found has signed their tenancy agreement, the reassignment is complete. Your tenancy will end on the same date that the incoming students' tenancy begins.

You'll need to make sure that you're ready to move out before the new tenancy for your room begins.

### **Is there a charge?**

We charge £50 for processing a tenancy reassignment. This accounts for the time taken by staff to prepare the relevant documents for the reassignment.

This charge is only made when the student replacing you has signed their tenancy agreement.

### **Do I need to go through Student Homes to reassign my tenancy or can I do this myself?**

Yes, you'll need to let us know that you want to reassign your tenancy to another student. When you inform us we'll help you by placing a notice next to the advert for your house or flat on our website stating your room is available. We'll also pass your details onto any students who are interested so you can arrange to show them your room. Once you've found someone to reassign your tenancy too, we'll then arrange all the paperwork on your behalf.

### **Who's responsible for finding the new tenant?**

You are responsible for finding a new tenant. We will place a note on our website to help you. Just let us know when the room is available from and we'll include this information. We'll also let you know if anyone wants to visit your room or if anyone wanted to discuss when they could move into your room / property.

You're also responsible for showing the flat to prospective tenants wishing to take over your tenancy.

### **I'm not always available to show someone my room / property, will Student Homes help?**

We can't help with these due to staffing commitments during the year. You may want to ask one of your housemates to show the room/flat to a prospective tenant.

### **Does that mean I should let me flatmates know I looking to leave?**

This is always a good idea to do as they will be living at the property with any new person you find. Additionally it's likely you'll have shared bills and accounts that need to be looked at before you leave the property, so it's good to take the time to discuss this.

### **I've not been able to find a replacement tenant, and I'm not living in my room, do I still have to pay rent?**

Yes. The tenancy you signed is still active so rent and any shared costs (e.g. bills etc.) will still be payable until you tenancy ends.

### **I'm behind on my rent payments, but want to reassign my tenancy, can I still do so?**

You will need to make sure your rent payments are up to date before we can permit you to reassign your tenancy.

**Can I sign a new tenancy for the property I want to move into whilst waiting for my reassignment to be completed?**

This is possible but we don't advise you do this. If you sign a contract to live somewhere else before you reassign your tenancy with Student Homes, it could mean you're responsible for two separate properties and associated costs (i.e. rent and bills).

This is especially risky if the person wishing to take over your tenancy changes their mind before signing their tenancy agreement.

We advise you make sure the reassignment is complete (i.e. the tenant taking over your room has signed their tenancy agreement to do so) before you sign a contract to live elsewhere.

**I'm on a joint tenancy, can I still go through the tenancy reassignment process if I want to leave?**

Yes but it's a slightly different process.

As you've signed the agreement with your housemates, you are all counted as one party for the purposes of the contract.

Therefore any change of the individuals forming that party (or group) will need the agreement of every member of the party.

Essentially if you want to leave the house and you find someone who wishes to move in to replace you on the joint tenancy, then all your housemates would need to agree this.

Your housemates would first demonstrate this by all signing a reassignment form showing they all agree to a change making up the party (essentially agreeing that you can leave and a new person is replacing you on the joint tenancy).

Once that is completed all members of the new party (made up of your housemates and the new tenant you have found) would then need to sign a new joint tenancy.

It's only once this has occurred that you are released from your joint tenancy, at the start date of the new agreement.

As reassigning a joint tenancy requires more involvement from your housemates, you will need to take the time to introduce them to any prospective tenant that you find.

This is to make sure they are comfortable sharing the responsibilities of the tenancy with the person you find.