

CityLets Novation & ReLet.

Very sorry to hear that you are needing to leave your tenancy before the fixed date. You are responsible for the property until the end of the tenancy, however we are able to work with the landlord to support in releasing you from this responsibility. There are 3 options available to release in this situation.

Option 1: Full Buy Out £0 additional cost

This is the most straight forward but also the most expensive up front. You are able to release yourself from any responsibilities to the property for a full payment of remaining rent. This will be a one payment and immediate release.

Option 2: Standard Novation £50

This is where you find and replace yourself with only involving CityLets for standard paperwork. This is a £50 cost to cover the relevant paper work and checks for novation of your tenancy.

This service includes and is limited to the following paperwork:

- Booking form
- Tenancy creation
- Credit check
- Guarantor form (where required)
- Guarantor Checks

These services are all conducted via online documents and do not require or include any face to face meetings or signing etc. If the tenant fails these checks or is not suitable, the charge may stand to cover costs incurred. £50 one of charge to be paid prior to any novation documents being created. You will be required to conduct any viewings and also any move in and move out processes.

Option 3: Supported ReLet. £250

In summary, this passes the task over to CityLets and enlists us as your letting agent. This includes the following:

- Novation services (as above)
- Online listing on our system and major 3rd party sites
- enquiry management and lead generation
- viewings and relevant video viewings
- room check out
- Key pick up and move in
- new tenant management with any questions or face to face support

You are still responsible for the rent until A tenant is found. However, with this option, you will not need to pay £250 cost until the point of contracting with a new tenant. If the tenant CityLets find fails to move forward, you will not be charged. In summary, you only pay the additional charges if being successfully released. You are still responsible for the property and rent until the new tenant is secured and has taken occupancy.

Please understand that before any of the above are agreed, CityLets will need to obtain confirmation from the property owner. Please read the Pugh and decide which way forward works best for yourself. If choosing simple Novation, the following page offer some helpful hints and tips on how to find a potential tenant and ensure they are suitable.