



Approved Novation

Terms and Details

This form is for use once you have had confirmation in writing (an email from the owner or CityLets admin team) that the landlord of your property has agreed a novation of tenancy. This novation will be agreed on the terms following below:

Terms of Novation

1. **You will be required to pay your £50 novation cost in advance.** This covers the cost of one set of documents created for your submitted applicant. If they fail to meet the following criteria, you will forfeit this £50 to cover the cost of the requested change. If you do not proceed with a novation request and you do not submit any tenants for replacement, you will also forfeit your £50 to cover costs of the novation request.
2. **Rental or charges arrears.** You will be unable to novate the tenancy if you are in any rental arrears. This includes outstanding invoices for over usage of utilities or damages. If you fall into arrears during the novation process, it will immediately halt, and the novation agreement will be retracted.
3. **You supply a “like for like” tenancy replacement. The key criteria that need to be matched is:**
 - a. **Rental Payments.** Amount and frequency
 - b. **Duration of tenancy.** This must be the same or for an additional rental period agreed by the owner. No reduced period is available.
 - c. **Guarantor.** If your tenancy has a guarantor in place, your replacement will need to have one that meets our criteria (UK homeowner and passed credit checks)
 - d. **Student or Professional.** This will need to replicate your situation at the start of your tenancy i.e. student or full time working
 - e. **Deposit.** If you paid a deposit, this would need to be replaced by the incoming tenant’s deposit.
 - f. **Appropriate Tenant.** The tenant needs to fit to the genre of housemate and be agreed as an appropriate replacement.
4. **Date of tenancy transfer.** Your novation will only be approved on the same date as your monthly or termly payment (this excludes if you are novating prior to the start of your tenancy agreement). Unless a specific exception has been made, you will need to find a replacement from your contracted rent payment date.
5. **Vacating the property.** Our team will need to conduct check outs, any works or cleans and moving in checks.
 - a. We require a minimum of 7 days after key return before a new tenant takes occupancy. This means that is you find a new tenant to take your place, you will need to have fully vacated and then returned keys to the CityLets office 7 days prior to the new tenants move in date. You will be responsible for the rent for those 7 days. If you do not vacate by midday 7 days prior, your novation will be void and your responsibility for the property continues.
 - b. All terms of vacating the property at end of tenancy stand for your new move out date

- c. If you leave the property and the tenant does not proceed with the tenancy or does not complete their paperwork/meet the above criteria, you are still fully liable for your contractual commitments.
- d. If not a student and responsible for council tax – you will be required to pay council tax until a full novation is complete.

Submitting A Candidate

When you have found a like for like replacement you will be required to email this to info@cityletsplymouth.co.uk . Before submitting any candidate, please ensure you have checked they are aware of and meet the criteria mention in point 3. When submitting a candidate, you will need to supply CityLets with:

- Full name/s
- Email address
- Mobile number

Once the team received this email, they will send booking forms to the candidate. The candidate will be contacted directly to follow up and ensure fully understanding the process.

YOU ARE FULLY LIABLE FOR YOUR TENANCY UNTIL A SURRENDER OF TENANCY IS SIGNED BY YOURSELF AND CITYLETS.

This will be completed once the candidate as completed all paperwork and paid their first rental amount and deposit (where applicable).

I fully understand and accept the above terms and wish to move forward with a novation of tenancy request.

Name :

Property:

Signature:

Date Signed

OFFICE USE Info on your current tenancy:

Rental Payments Amount

Dates of Payment

Tenancy Start Date (if applicable)

Tenancy End Date

Length of Tenancy and any date variations available?

Guarantor

Yes

No

Tenant Type Allowed

Student

Professional

Deposit £

Appropriate Tenant Notes

To begin the process of Novation. Please return this form with the details below:

Name:

What date are you ideally looking to novate the tenancy from?

**If in occupancy, what date will you be vacating the property
(if leaving prior to a replacement being found)?**

What is the reason your are looking to novate your tenancy?