

# NOVATION

---

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.

PLEASE NOTE: Your landlord has no legal obligation to allow a novation of tenancy. Many landlords will not wish to take the risk or additional cost of novating a tenancy within the fixed term. If a novation is agreed it will often be dependent on certain terms being met.

## Option 1: Standard Novation £50 + agreed terms

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   ● Guarantor Form   ● Tenancy creation   ● Guarantor Checks   ● Credit Check

---

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. A payment of £50 prior to any novation documents being created. You will be required to conduct any viewings if required.

For avoidance of doubt: In a scenario where the replacement tenant is submitted to CityLets and DOES NOT complete the booking process or pass the "Like for Like" criteria, CityLets will retain your novation charge to cover cost of production of documents and tenant checks (novation costs). You will need pay an additional £50 novation charge per requested change to start the process again.

---

### IMPORTANT

If your landlord agrees a novation, we will provide you a set of terms. These will be the requirement for a release of tenancy to proceed.

---

## Option 2: 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.

Please understand that before any of the above are agreed, CityLets will need to obtain confirmation from the property owner. Please read through and decide which way forward works best for yourself. Please inform us in writing via email to [info@cityletsplymouth.co.uk](mailto:info@cityletsplymouth.co.uk) of which format of novation you would like to request from your landlord.

---