



# ALWYNE ESTATES' GUIDE TO TENANT CHANGEOVERS

## **If a tenant wants to move out mid tenancy**

The tenants are jointly and individually liable for the rent for the duration of the tenancy, therefore if one tenant wants to move mid tenancy they will have to find a replacement tenant who is acceptable to both the landlord and remaining tenants.

The incoming tenant must pass referencing in order to join the tenancy. If they do not pass, they will not be able to move into the property and an alternative replacement tenant will need to be found. The incoming tenant must also provide a copy of their passport, visa (if required) and a utility bill as proof of address.

The outgoing tenant will have to pay a changeover fee of £50.00 to Alwyne Estates.

If there is a gap between the outgoing tenant moving out and incoming tenant moving in, the outgoing tenant remains liable during this time even if they are no longer living at the property.

## **Liability**

At the beginning of the initial tenancy, there should have been an inventory report carried out and prepared by an Inventory Clerk which sets out the condition and cleanliness of the property and its contents.

At the end of the tenancy the Management Team will inspect the property and its condition. The final tenants will be charged to repair and/or replace any damages that were not there at the commencement of the tenancy or outlined on the initial check in inventory, subject to any natural wear and tear. It is therefore strongly recommended that the incoming tenant thoroughly checks the property prior to moving in/choosing to join the tenancy and if they notice any issues (damaged, broken, missing etc.) they must point this out to the current and outgoing tenants and come to an agreement between themselves. The incoming tenant should be made aware whether the property was let as furnished or unfurnished, as it is not the landlord's responsibility to add or remove any items in accordance to their move.

## **Deposit**

We must always hold the full deposit; this includes any period between the outgoing tenant vacating and the incoming tenant moving in. Typically, tenants will arrange for the incoming tenant to pay their share of the deposit directly to the outgoing tenant however if they would prefer to pay us and we return the outgoing tenant separately then that is also fine. We will update the Tenancy Deposit Certificate with the new tenants' details and a copy will be sent to all remaining/new tenants.

## **Utilities**

It is down to the tenants to ensure that the outgoing tenant has paid their share of the utility bills and council tax up to the date of moving out. Anything surrounding utility, internet, phone bills and council tax is the tenant's responsibility.