

Change of Sharer

What to do when
a sharer wants to
leave



What to do when one of you wishes to leave

As resident you are jointly and severally liable for your tenancy until **all of you** decide to serve notice to vacate.

Jointly and severally- what does this mean?

Put simply, as residents you all share all of the rights and responsibilities equally

However, one resident may want or need to break from the tenancy half way through your term.

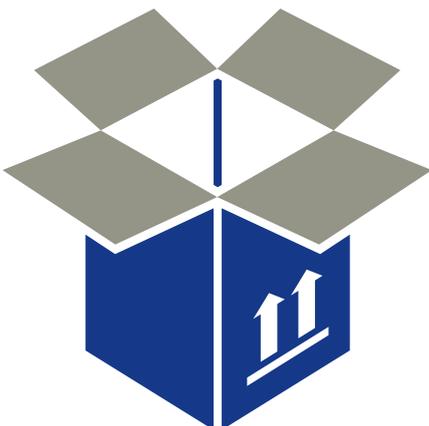
Grainger will allow you to do this, subject to certain conditions.

If one resident needs to vacate, the other residents can take over the responsibilities and share of the rent of the vacating resident. Alternatively you can find a new person to move in, who will take over from the resident who is leaving.

It is the responsibility of all residents to ensure that a suitable replacement is found. As a group, you must ensure that everyone in the household is aware that one resident is leaving and that all of you are happy with their replacement.

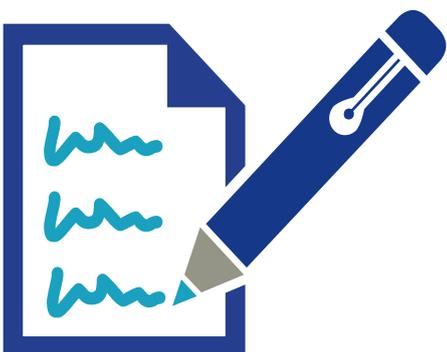
Once the replacement resident has been found, Grainger will then carry out the relevant referencing checks. Once referencing is complete, Grainger will ask the incoming resident and the remaining residents plus any guarantors to sign new tenancy documents which acknowledge the change.

It is important to remember that the outgoing resident remains liable and is expected to adhere to their resident obligations until their replacement has been found, fully referenced and all relevant paperwork has been signed, returned and processed by Grainger.



The small print:

1. If your tenancy has less than 3 months left until the renewal is due for negotiation, then the resident wishing to depart must wait for the renewal, when the replacement can then take place.
2. Residents cannot change over if the rent is in arrears.
3. Any arrears must be cleared in full before the process can begin.
4. Grainger reserves the right to stop the resident transfer process at any point if the tenancy falls into arrears.
5. Every resident transfer is subject to satisfactory referencing and return of signed contracts by all those party to the tenancy.
6. The Pre Tenancy Fee is £170 which includes a charge for referencing
7. Resident transfers are effective from the 01st of the month subject to contract and referencing. Unless the resident transfer happens at renewal then the date will be that of the tenancy renewal.
8. All the incoming residents information must sent to the Renewals Team by the 15th of the month prior to the resident change over date.
9. The new resident must directly reimburse the vacating resident for their share of the deposit. Grainger will continue to hold the full deposit as per the original tenancy and will ensure that the deposit registration is updated.
10. No new inventory checks will be carried out during a resident transfer. Any new resident signing accepts the original report from the commencement of the original tenancy.
11. It is important therefore that any new and existing residents are happy with the condition of the property in comparison to the condition of the property as stated on the check in report.
12. If they are not happy- then they must agree a deduction amount from the vacating resident's deposit share.
13. The resident wishing to leave must provide Grainger with a forwarding address.



Why must we go through this process?

If a resident wants to vacate and allows someone to take their place in the household without going through the proper channels and ensuring that they are legally removed from the tenancy, then, even after they have moved out, they will remain liable for all of their obligations under the tenancy, leaving them at considerable personal financial risk if the new resident and remaining residents fail to pay the rent or bills.

The outgoing resident will also not be reimbursed for their share of the deposit until they are replaced by a new resident who will reimburse them directly.

This process is in place so that Grainger can properly facilitate the changeover of residents, ensuring that everyone on the tenancy is properly protected.

One of us wishes to leave- what next?

Please make sure you are all aware of the potential change to the tenancy and ensure you can provide a suitable replacement for referencing.

Once you have found a replacement resident, please ensure they provide the following to the Renewal Team.

- A completed applicant form for any Resident or Guarantor
- Copies of photo ID and proof of address for any Resident or Guarantor
- Payment of the fees

Once received, we can complete the resident transfer for you, subject to satisfactory references and contract.

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