

Change of Sharer

A tenant's guide to changing sharers

Joining an existing tenancy...

You have decided to make a change to the residents in your Grainger tenancy, here's what we need from you to start the process:

- The completed Change of Sharer Application Form
- Proof of your Right to Rent in the UK via a passport check, and share code (if applicable)
- Payment of the £50 change of sharer fee (only applicable for mid-term change of sharers)

Please email the completed form to renewals@graingerplc.co.uk, or your assigned Renewal Negotiator, to begin the process. Once the form is returned to us, we will provide the bank details for the change of sharer fee.

The completion of all change of sharers are subject to contract, referencing and right to rent checks. **Please note that all sharers must pay their rent in the same manner.**

You must not move into the property until you have confirmation that the process is completed by a member of the Renewal Team.

The referencing process;

- Applicants must have no bankruptcies, or CCJs on record
- Applicants must provide satisfactory landlord references

The confirmed net pay for the individual is assessed, and a percentage for essential housing expenditure is deducted, as well as any current credit commitment which calculates a disposable monthly income. If there is not enough disposable income for the rental share, then a UK based Guarantor would be required for the applicant.

Please note that the advance payment would continue until such a time that you request re-referencing checks and be able to pass the referencing criteria above.

The Deposit

The incoming tenant is required to directly reimburse the outgoing (or remaining) tenants for the share of the deposit. Grainger will continue to hold the full deposit for an Assured Shorthold Tenancy. Grainger will update the name(s) stated on the TDS certificate and provide all residents with a copy of the new certificate, along with other documents for your records.

You will be signing to accept the original inventory check-in report from the beginning of the tenancy. You can request a copy of this report.

Change of Sharer Terms and Conditions:

Terms & Conditions

- The incoming resident will not move into the property until Grainger has agreed for the change of sharer to go ahead, references have successfully passed, both incoming and existing resident have met Right to rent requirements, contracts exchanged, and any monies (due) are paid in full.
- The change of sharer fee is £50 per mid-term change of sharer transaction. This is not applicable at the renewal stage.
- If change of sharer occurs at the point of renewal, a rent increase may be applied.
- The resident(s) who are vacating are advised to ensure that the 7-step process (detailed in the change of sharer application form) is completed before they depart the premises. If a resident leaves the premises without completing all the above, they (and any guarantor) will continue to be jointly liable with the remaining resident(s) for the payment of rent and the performance of such obligations.
- A change of sharer will not be permitted if rent is in arrears, and any arrears must be cleared in full before the process can begin. Grainger reserves the right to stop the change of sharer process at any point if the tenancy falls into arrears.
- Change of sharers will legally commence in-line with the initial tenancy date (for example if the initial contract began on the 18th of the month, the change of sharer date will also take effect from the 18th).
- No new inventory checks will be carried out during a change of sharer. Any new resident signing accepts the original report from the commencement of the original tenancy and a copy can be supplied upon request.
- 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 as they will take on (jointly with the other remaining residents) any damage/dilapidations since the date of the last inventory. If they are not happy then they must agree a deduction amount from the vacating residents deposit share.

- No part of the deposit held will be released during the term of this Tenancy, or any continuation. It is the responsibility of the outgoing and ingoing residents to arrange to transfer their 'share' of the deposit between themselves and agree any deductions to be paid by the outgoing resident. The deposit transfer must be completed by the change of sharer assignment date at the very latest.
- The signed application form confirms terms of the change of sharer including confirmation that the deposit remains held by Grainger as stakeholder against the ongoing residents' performance under the terms of this Tenancy Agreement.
- For an Assured Shorthold Tenancy (AST), the current deposit will be transferred to the new tenancy and will be protected in the names of the residents under the new agreement. A deposit certificate with our preferred scheme, The Dispute Service (TDS), will be provided upon exchange.
- The Property Manager may be required to undertake an inspection to the property.