

Deed of assignment

Summary steps

Outgoing tenant to inform agent/landlord the proposal by email

All Tenant(s) to advertise and market the property

All Tenant(s) to meet interested applicants and conduct viewings

All Tenant(s) to decide and choose which interested applicant is suitable

Outgoing tenant to inform agent/landlord the chosen interested applicant's full name, email address, phone number

Agent/landlord to conduct and complete the tenancy application process contacting the interested applicant

Agent/landlord to check and approve the tenancy application

Agent/landlord to check citizenship status of **replacement** tenant

Agent/landlord to email the draft deed of assignment to all tenant(s)

All Tenant(s) to check the draft deed of assignment

All Tenant(s) to sign the deed of assignment electronically

Outgoing Tenant transfers deed of assignment costs of £50 to the landlord(s) on or prior to signing the deed of assignment

Replacement tenant to transfer tenancy deposit and the first rent to the **remaining lead tenant** on or prior to signing the deed of assignment

All Tenant(s) to check and ensure that there are **no** outstanding amounts due from the **outgoing tenant** such as damages to the property, cleaning, utility bills and then the **lead tenant** to return any balance tenancy deposit due to the **outgoing tenant**

All Tenant(s) **are responsible** to check and ensure funds and keys are exchanged according to the deed of assignment **and tenancy agreement**

Agent/landlord is **responsible** for the administration of the paperwork

Remaining lead tenant to transfer tenancy balance deposit to **outgoing tenant** **after** signing the deed of assignment

All Tenant(s) to ensure the required funds are paid according

All Tenant(s) meets at the property and exchange keys

Payments

The tenancy agreement requires the payment to be as **one total for the property on the dates specified**

Therefore, **replacement tenant** to transfer rent and tenancy deposits normally to the household account managed by the **lead tenant**

An extract from the tenancy agreement as follows

To pay the Rent as set out above in advance by way of one standing order or one direct bank transfer

The tenancy deposit for the property to be paid in total to the landlord as one payment.

Calculations

The tenant is responsible to work out the calculations, exchange funds and keys between the tenant

Up to the key collection (deed of assignment) date the **outgoing tenant** is responsible for the rent

From the key collection (deed of assignment) date the **replacement tenant** is responsible for the rent

An extract from tenancy agreement

If a tenant wishes to leave during the fixed tenancy period the procedure is as follows,

The procedure to be followed in respect of renewals and assignments shall be as follows. Before any renewal/extension/deed of assignment documents can be drawn up and considered, the Tenant is required to complete a application for tenancy, provide the required documentation and pay the renewal or Deed of Assignment fee (see below) in order for the Landlord / Agent to prepare the tenancy agreement/deed of assignment.

For the avoidance of doubt, the Landlord has absolute discretion and is subject to application requirements in deciding whether or not enter into a renewed or extended tenancy agreement or deed of assignment

(a) During the first three months of the tenancy not to assign or sublet the Property and not to part with possession of it in any other way.

(b) Thereafter not to assign, sublet or part with possession of the Property in any way without the written consent of the Landlord, that consent not to be unreasonably withheld and to pay to the Landlord the Landlord's reasonable costs of consenting to each assignment including the approval of or preparation of any appropriate documentation which at the date of signing of this Agreement it is agreed to be £50

The 'Deed of assignment' (DOA) charge includes time spent on queries regarding the assignment, explanations and documentation. Preparing and checking the deed of assignment, time spent on co coordinating and arranging the signing meeting convenient to all parties, obtaining signatures on the DOA and providing a copy immediately prior to the completion of the assignment. The charge also covers, if applicable, the time spent on preparing, coordinating, instructing the check in and check out, coordinating and arranging the check in and check out meeting convenient to all parties, costs of check in and out, addressing matters raised at the checkout and check in, time spent on dealing with queries from the outgoing tenant and 'replacement tenant', checking and obtaining confirmation from remaining tenant of any liabilities outstanding by the 'outgoing tenant' and changing database records, checking, preparing final rent accounts and dealing with queries, transferring any remaining deposits and time spent on checking and changing deposit registration

details. The deed of assignment costs are payable immediately on or prior to the completion of any deed of assignment

The outgoing Tenant to inform the Agent/Landlord in writing about the intended assignment as soon as possible at least ten working days prior to the date of assignment

The outgoing Tenant is responsible for advertising, conducting viewings and finding a suitable replacement Tenant, providing details to the Landlord/Agent for application processing and the Replacement Tenant is to complete the tenancy application procedure with the Landlord/Agent and obtain such approval.

The outgoing Tenant and replacement Tenant to sign the deed of assignment at least five working days prior to the date of the assignment

The outgoing Tenant to inform agent/landlord at least three working days prior to the checkout date and set a date and time for the check out in order to prepare the checkout documentation

The replacement Tenant to inform agent/landlord at least three working days prior to the check in date and set a date and time for the check in, in order to prepare the check in documentation

updated January 2023