

Re-letting Your Room

Date: / /

Sorry to hear you are unable to stay! We understand that sometimes things happen that mean you may not require your accommodation or need to look elsewhere for a room. In order to help you with this situation, our sales team are happy to relist your room and actively conduct viewings to try and help re-let your room.

Tenant Name:

Relet Room No.

Address.

There are always varied reasons for re-letting, in order to make sure we are able to constantly improve our service and support you in the re-letting process, please can you fill in the following information.

If you are intending on using (living or storing) the room during the reletting period, please read and agree the following:

1. I confirm I no longer require notice for viewings to help relet my room
2. I will endeavour to keep the room in a tidy and viewable state at all times
3. I am able to leave the property within 48h of any relet occurring
4. I will return the keys within 48h of any relet occurring
5. I will leave the room in a clean and clear state and remove all belongings

Signature:

Date:

If you are not or will not be using the room, please read and agree the following:

1. I have vacated the room
2. The room is clean and clear of any belongings or mess
3. I have returned my keys to Cleverstudentlets
4. I will no longer require any access to the property

Signature:

Date:

In order to further enhance the chance of CSL helping relet your room, it may be relevant for you to offer flexibility on how the room is relet.

Please circle an option from each of the below:

1. Are you happy for CSL to offer a level of flexibility on the weekly rent? This will mean that you will be required to pay any interim amounts. For example; if your weekly rate is £100 for 50 weeks, CSL may let the room for £95 for 50 weeks – you would then be responsible for a rent of £250.

YES

NO

2. Are you happy for CSL to let the room on shorter tenancies? You will still be responsible for any remaining amount of your tenancy, however this will reduce the overall cost.

YES

NO

I confirm I have read and am happy with all the above information.

Signature:

Date:

A little extra

We would like to know a little more about why you are looking to relet your room. This information can help us improve on how we work with students going forward but also can be used to review your situation and see if we are able to offer any flexibility on normal procedures.

1. What is the reason for wanting to re-let your room?

2. Do you feel you have any extenuating circumstances that you wish for CSL management to take into account when reviewing your relet?

3. Is there anything cleverstudentlets could do or have done to facilitate you remaining in your room?

Some Tips and Advice...

In order to exit your contract with cleverstudentlets, you will need to get the room filled. It is your responsibility to get the room re-let. However, we have put together a few suggestions and tips to help you do this...

Website

There are a number of great websites out there (including our own relet post it page!) where you can post an ad for your room. We suggest using photos of both your room and the communal areas in your property. This will help enhance your ad and really attract attention. Here's a list of all the websites we suggest posting an ad on:

- www.cleverstudentlets.com/house-matcher/
- www.gumtree.com
- www.spareroom.co.uk
- www.roombuddies.co.uk
- www.houseshare.com
- www.housepals.co.uk

Social Media

Social media has taken the world by storm and provides you with access to a whole host of people you know and everyone they know! There are a number of Facebook groups linked to the Universities and Colleges where you can post adverts for your room. Advertising on twitter is also a great idea and through clever use of #'s such as #Plymouth and #RoomToLet your tweet will be accessible to students on the hunt for a place to live.

Good Old Fashioned Poster

We know it is a modern world and it is more than likely you will get more interest online; however, people still like to look at posters and classified ad boards. There's a whole host of places around the Universities, Colleges and the city where you can put up posters advertising your room. Take advantage of any notice boards (there are some around the university and in lots of shops within the city).

Always remember that cleverstudentlets is set up for students only. On very rare occasions we will let to a young person that knows other tenants or we believe will fit in well. Make sure you mentioned it is a student room in any adverts or efforts to let.

IMPORTANT: If you are able to use the above tips and fill your room yourself or by sending someone to us, we will refund all your advance rent. However, please remember, if CSL find a replacement tenant, you will be released from your contract but not receive any advance rent refund.