

# SOUTHSIDE PROPERTY MANAGEMENT TENANT SWAP FORM(TSF)

20 Nicolson Street, Edinburgh, EH8 9DH 0131 51 000 51

Should you be looking to do a tenancy swap, please complete the form below.

**Form to be completed by leaving tenant/s, remaining tenant/s and potential new tenant/s.**

**This form should be completed in the first instance** and then the potential new tenant should complete the separate application form either online or in paper form including their supporting documents.

Please note: Until the application for the new tenant has been agreed, the tenancy agreement is signed and has started; you will still be liable for your tenancy agreement and rent until then. Southside cannot guarantee that the new tenants application will be accepted, this is subject to references and a credit check. If more than one tenant on the tenancy agreement and one tenant is staying in the property then they need to sign to agree to the tenancy swap.

**PLEASE NOTE THAT IF ALL DOCUMENTS ARE NOT SUBMITTED WITHIN 14 DAYS OF RECEIPT OF THIS COMPLETED FORM THEN IT WILL BE ASSUMED THAT YOU NO LONGER WISH TO PROCEED WITH THE TENANCY SWAP ANT THE CURRENT TENANCY WILL CONTINUE AS NORMAL.**

**SouthSide can decline the application at any time.**

Property Address \_\_\_\_\_ Rent £: \_\_\_\_\_ SPM Ref (office use) \_\_\_\_\_

VACATING TENANT - PERSONAL DETAILS - Please FULLY complete this form in CAPITALS in order for your application to be processed			
First name:		Middle name(s):	
		Surname:	
Title: Mr / Mrs / Miss / Other: _____			
Contact Details	Home:	Mobile:	Work:
Email address:			
Forwarding Address:			
Post Code:		Do the remaining tenants agree to swap?	
Reason for Swap:			
Replacement Tenant Details THE REPLACEMENT TENANT MUST COMPLETE AN APPLICATION FORM AND SUBMIT ALL THE RELEVANT DOCUMENTS TO CARRY OUT THE APPROPRIATE CHECKS.			
First name:		Middle name(s):	
		Surname:	
Title: Mr / Mrs / Miss / Other: _____			
How was the replacement tenant found?			
Has the new tenant viewed the property?		Date of viewing:	
		Tenancy Swap Date:	
Tenancy Swap			
Please note that the new tenant will be taken over the original inventory done at the start of your tenancy and they would be agreeing to take the property as seen and understanding that they are carrying over the inventory			
Deposit			
Please note that the incoming tenant will pay their share of the deposit to you and your name will be removed for the deposit held by Letting Protection Scotland Tenants Deposit Scheme ( <a href="http://www.lettingprotectionscotland.com/">http://www.lettingprotectionscotland.com/</a> or 0330 303 0031). If you wish to go through the process of having the deposit refunded to you then the remaining tenant/s and your replacement tenant will have to submit a new deposit when signing the new tenancy agreement prior to your deposit being processed. This means the remaining tenants will not be refunded their share of the original deposit until after the new deposit has been paid, the tenancy agreement has been signed and it has commenced.			
Notes			
We recommend that the deposit is not transferred to the vacating tenant until the incoming tenant has started their tenancy and reviewed the inventory. The vacating tenant is fully responsible for leaving the room/property free of any damages and clean as the vacating tenant found it when they moved in.			
DECLARATION: I confirm that the above details are correct. Also by signing this you confirm you understand the above and agree.			
Leaving Tenant - Print Name & Signature			Date:
Remaining Tenant/s – Print Name/s & Signature:			Date:
Potential Replacement Tenant/s – Print Name/s & Signature			Date: