

# TENANT REPLACEMENT PROCESS

The replacement process is for after the start of the academic year and will take 5-10 working days to complete from the point of us receiving a completed Replacement Form.

## STEP ONE

### REPLACEMENT TENANT

First you must find a replacement tenant.

We direct students enquiring for summer accommodation to our [Facebook group](#).

- There is a £350 replacement charge which will be deducted from your final rent refund
- You are unable to use the replacement service until you have made your most recent or upcoming instalment payment
- Only one replacement is permitted for any given room per academic year
- Please note, check out times are by 10am and check-in times are from 2pm on weekdays only
- The original tenant must settle any rental arrears prior to Scape starting the replacement process
- An existing Scape resident cannot be used as a legitimate replacement for your room
- You must allow for one business day in between the original tenant checking out, and the replacement checking in. Please note, the original tenant is liable for all rent owed up until the start of the replacement tenant's lease

## STEP TWO

### REPLACEMENT FORM

Once you have found your replacement tenant, you will need to email us on:

[replacements.uk@scape.com](mailto:replacements.uk@scape.com) confirming the following details:

- Room number
- Replacement contract start and end date
- Name, email and phone number of the replacement student
- An email will be sent to the replacement student
- Allow 5-10 working days between the replacement form being received and the Scape team creating the replacement booking

## STEP THREE

### CONTRACT & PAYMENT

Once we've made the contract we'll email you and your replacement tenant.

- They'll then need to sign the contract and make full card payment.
- They have 48 hours to make payment
- We can only accept card payments via the booking link
- We cannot check the replacement tenant into our residence if their contract and payment are not confirmed
- Once the room booking is confirmed, it cannot be cancelled by the replacement

## STEP FOUR

### CHECK-IN

As long as the payment has been made and they have signed their agreement, the contract is officially transferred to their name and they can check in.

- Please remember, the original tenant is liable for their booking until the replacement tenant has successfully signed their contract and paid their rent
- We advise not to source alternative accommodation until the replacement has confirmed their booking
- The original tenant's rent refund can take up to 28 working days to be processed

### PLEASE NOTE

- If you choose to accept a replacement booking into your room and the replacement lease does not cover the original end date of your lease, you would still be liable for the rent owed for this period.
- By agreeing to a replacement taking over your lease, you forfeit any future access to this room even if the replacement student's lease does not cover the entire period of your original lease.
- Only one replacement is permitted for any given room per academic year.
- To be eligible, your contract must be at least 42 weeks long with a minimum of 10 weeks remaining.
- If you are finding a replacement for your tenancy and have an instalment due within the next month, you must clear that payment before becoming eligible.