

Our ref:

Date:

Dear Tenant,

Re:

Thank you for making us aware of the situation, we are sorry to hear you wish to sub-let your room. We will of course do what we can to assist, but the onus is really on you to find a replacement. We suggest advertising on the **University lists** and various **websites Sites** like:

- Gumtree
- Accommodation for Students
- Our face book page and yours
- Easyroommate.com
- Also, speak to the other housemates if you haven't already, as it is in their interests to have someone they like, as ultimately they will be living with them.

Please confirm to us which room is yours?

As outlined in the Assured Shorthold Tenancy agreement you signed, to sub-let there is a fee of £150 for you to pay and you also need to fill in the form attached so we can get started, once we have everything back and completed we can **advertise the room on our site** and arrange viewings for anyone either of us finds. You will also be able to put our details on the advert so that we deal with potential tenants directly and you don't get involved with the selling aspect. So don't hesitate, as soon as you have a prospective tenant, pass their details onto us and we will do the rest for you.

We look forward to hearing from you.

Kind regards,

Student Lettings Team

looking after you...

32 St Georges Place Canterbury CT1 1UT

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