

Date:  
Ref:

Dear

**Re: .....**

It is our understanding you wish to re/sub-let your room at the above address. We are sorry to hear that you will be leaving us but confirm we are prepared to assist in the re/sub-letting of the room for the tenancy period.

There is a non-refundable administration fee of **£150.00** for this service as laid out in the Assured Shorthold Tenancy agreement you signed.

Should you decide to go ahead you will need to sign at the bottom of this letter by way of confirmation you wish us to re/sub-let the accommodation, from the 1<sup>st</sup> July 2011 to the 28<sup>th</sup> June 2012, at a rent of **£.....**per calendar month. **And return along with the above sum payable to Mr. Toogood, or payment can be made online just call our office for further details.**

**Please indicate which room is yours, No. ....**

Once this fee is received, we will undertake:

- the administration involved with all parties in the re/subletting process
- and will begin and continue to **assist** in the marketing and the showing of potential tenants to the property, regardless of how many visits, calls, emails, letters and the like are made, until somebody suitable is found.
- We then act as managing agent on your behalf with that new tenant for the remainder of the tenancy period. Taking away this responsibility means you will not have to concern yourself with codes of tenant behaviour, disputes or financial difficulties during their time at the house.
- It must be clearly understood **the responsibility for finding a new person to replace you at the property remains with you**, and so would advise you of a number of different avenues to try, again please call the office for further assistance.

When subletting, your rental obligations are only absolved whilst the replacement tenant continues to adhere to the agreement. Although all efforts will be made to resolve any eventuality, should we fail to do so, we will contact you.

Until we have received this letter dated and counter-signed by you, we will be unable to take any action on your behalf; we look forward to hearing from you,

Yours sincerely,

(Tenant): .....

Name: .....

W.Toogood

Date: .....