

 Students Name:

Accommodation:

Flat/Block:

Room:

**TENANCY SURRENDER OPTION**

Derwent Students and the property owner Acis Group Limited would like to thank you for your understanding and patience in the most challenging of times. During this time, we have been committed to ensuring that the safety and wellbeing of our students and staff is at the forefront of everything we are doing. We are committed to providing you with our usual high levels of support at this difficult time.

In these unprecedented circumstances, we can now confirm that you will not be required to pay your third term accommodation rental instalment if you have already returned home following the COVID-19 outbreak, provided you complete this form within the timescales. If you are staying in your accommodation until the end of your tenancy, we will continue to support you in line with government guidance and your rent will need to be paid in the normal way.

To help us manage the situation we are requesting that all students complete and submit this form via email or post to your relevant site (please see details at the end of this letter) to be received by Friday 17th April 2020.

IF YOU DO NOT RETURN THIS TO SITE BY THIS DATE THEN YOU WILL STILL BE LIABLE FOR THE FULL RENT FOR THE LENGTH OF YOUR TENANCY.

Please select one option only and tick the box which confirms your selected option.

I do not wish to surrender my tenancy because:

☐ I am remaining in my accommodation and I wish to continue with my tenancy for the full length. I understand that I am liable for the full term of my rental obligation or…

☐ I am no longer in my accommodation, but I wish to continue with my tenancy for the full length. I understand that I am liable for the full term of my rental obligation.

**OR**

I hereby agree to voluntarily surrender my tenancy at the above accommodation and will not be liable for third terms rental installment, because:

☐ I have left the accommodation already and I have removed all of my belongings. I confirm that I will return my keys to site via recorded delivery. All keys need to arrive on site before 30th April 2020

[ ]  I have left the accommodation, but I have belongings in my accommodation and I am authorising Derwent Students to permanently dispose of these on my behalf. I confirm that I will return my keys to site via recorded delivery. All keys need to arrive on site before 30th April 2020

[ ]  I have left the accommodation and left belongings in my room. We understand that you may have left your belongings in your room but are unable to collect them while the government travel restrictions are in place. Please be assured that we will keep your items safe, but that we may need to move them to another secure location. Please be aware that we will not be liable for and any loss or damage to belongings held in storage. Under no circumstances will you be able to enter your property whilst the travel restrictions are in place. I confirm that I will return my keys to site via recorded delivery so they are kept safe and can be returned to you when required. All keys need to arrive on site before 30th April 2020

☐ I have left the accommodation and I would like to store my belongings in the accommodation as I am returning for academic year 2020-21.

**We have loved having you stay with us! We hope you will want to return to us in September 2020. As a thank you for your patience, understanding and support we are offering any student who had to leave early due to COVID-19 the chance to rebook now for September 2020 and you will receive a £200 discount from the annual rent if you book by 30th April 2020**

**☐** **If you would like to rebook for September 2020 please tick this box and the site will contact you and will help you to rebook.**

Please be aware that your deposit return will not be affected if you have requested to be released from your final payment. Your deposit will be returned to you within 28 days from Friday 17th April 2020. Your deposit will be returned to you in the same way as normal after your room has been inspected and any damages deducted. You will receive an email from Deposit Protection Scheme with instructions on how to access your deposit.

Please return this form to the Site Office by 4pm on Friday 17th April 2020.

|  |  |
| --- | --- |
| Full Name |  |
| Signature |  |
| Date |  |

**Site Contact Details:**

The Trigon

193 Shorehams Street, Sheffield, S1 4RA

Trigon@derwentstudents.com

0114 2945680

**For Office Only**

Date received into office: