

 Students Name:

Accommodation:

Flat/Block:

Room:

**TENANCY SURRENDER OPTION**

Derwent Students and Norwich University of the Arts 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 Monday 20th April 2020.

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 am no longer in my accommodation, but I wish to continue with my tenancy as I cannot travel due to the Government restrictions. Once this has been lifted I will be allowed to terminate my tenancy with no penalties and I will be refunded the remaining portion of the third term rent.

**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. Before disposal Derwent Students will make an itemized list of belonging and send to you via email to confirm you are happy for them to be disposed of.

[ ]  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. You we of course be able to collect your belonging as soon as the travel ban is lifted.

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 the date your room is fully vacated and keys returned to us 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. If you have already vacated you room and returned your keys then you will receive your deposit 28 days from Monday 20th April.

Please return this form to the Site Office by 5pm on Monday 20th April 2020.

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

**Site Contact Details:**

NUA Halls – All Saints Green

8 Winalls Yard, Norwich, Norfolk, NR1 3GZ

allsaintsgreen@derwentstudents.com

01603 964173

**For Office Only**

Date received into office: