



# Passport Scheme

## What is a Passport Scheme?

We understand that circumstances can change from time to time and your current apartment may no longer be suitable for your needs. The Passport Scheme allows residents to move from one apartment to another within a development without having to face any additional charges.

The only stipulations are that your **entire household** must move, and the move must take place on your **rental due date**.

## What does the process entail?

- You will need to notify your Scheme Host that you'd like to "Passport" to another apartment.
- Your Scheme Host will then go through what your current needs are and show you any apartments that suit.
- Once you've decided on which apartment you'd like we will carry out an inspection of your current apartment just to make sure all is ok before approving the request to use the Passport Scheme (the inspection will be carried out during working hours Monday to Friday 9-5PM)
- We'll agree with you your transfer date – this will usually be the rental due date to keep rental payments clearer and avoid apportionments
- You will need to provide updated copies of your Passport, proof of address and VISA if applicable at offer stage

- You'll need to carry out your Right to Rent checks with the Scheme Host even if you have completed these before
- If the rent is higher for the new property than your original rent, we'll arrange referencing to be completed and you'll have to prove annual earnings of 30 times the monthly rent
- We'll ask you to sign a 'Passport Deed of Surrender' which will formally terminate the tenancy at your current property and a new Tenancy Agreement for the new property
- We'll make arrangements for a check out inspection to be completed
- Once the checkout has been completed on the original property, the deposit will be handled in the usual way and you will be made aware of any proposed deductions. The balance of the deposit will be used to cover the deposit of the new tenancy (equivalent to five weeks rent). Any shortfall will need to be paid within 14 days of the start of the tenancy.
- It's worth also noting, that any overpayment of rent from the original tenancy will be transferred to the new tenancy.
- If there are any arrears on your current rental account then the request to use the Passport Scheme will be denied until these are cleared

**If you have any questions or would like more information, please contact your scheme host.**