

[Print on Large Paper]

[Insert Address]

<<Full name(s) of all Tenant(s) on
<<Address of property occupied by
<<Address>>
<<Postcode>>

PERIODIC TENANCY

To: <<Full names as above>>

We/I regret to inform you that due to the termination of your current tenancy agreement will not be renewed when the tenancy expires on <<date>>.

I enclose a Section 21(4)(a) Notice which shall require vacant possession on <<date>>.

In addition to any other requirements of the tenancy:-

- All rent (and late rent penalties) must be paid by the date specified in the tenancy agreement;
- All items on the inventory must be returned in good condition;
- The carpets and suite are to be professionally cleaned;
- The cooker thoroughly cleaned;
- The fridge/freezer defrosted and cleaned;
- The kitchen cupboards and contents cleaned;
- The telephone is to be disconnected;
- All your post is to be redirected (a form will be sent from the post office).

Legal action will be taken as a result of any breach of your tenancy conditions or any requirement of the tenancy. If a County Court Judgment (CCJ) being made against you for failing to pay rent or having to pay towards my legal costs, a CCJ against your name will be entered which will affect your ability to obtain rented accommodation in the future.

Yours sincerely

[For and on behalf of the] Landlord