

[Print on Landlord Address]

[Print on Tenant Address]

<<Tenant's name>>
<<Address>>
<<Address>>
<<Post Code>>
<<Date>>

Dear <<Tenant's name>>

Your tenancy of <<Property address>> <<Date>> arrangements

[Thank you for advising me that you have vacated the property on <<date>>. This letter reminds you of the steps you must take to vacate the property.]

[Further to our recent discussions on <<date>> you are required to vacate the property on <<date>>. This letter reminds you of the steps you must take at the end of the tenancy.]

[Further to my letter of <<date>> you are required to vacate the property on <<date>>. This letter reminds you of the steps you must take at the end of the tenancy.]

As you know, I am/the Landlord is responsible for the property is left in the same condition as when you moved in. Your deposit will be refunded in full so long as the property is left in the same condition as when you moved in.

I would ask you please to go through the property and make sure that all actions have been completed by the time you vacate. If the checklist is complied with in full it should not be necessary for me to make any deductions from your deposit.

Checklist

1. The property should be clean and tidy.
2. All items belonging to you should be removed.
3. All furniture and other contents should be removed to the original rooms.
4. The carpets and upholstery should be professionally cleaned.
5. The windows should be clean and clear.
6. The walls should not need any decoration. Picture/poster fixings often damage walls.
7. The cooker/oven/grill should be cleaned.
8. The cupboards should be empty.
9. The fridge/freezer should be empty and defrosted (unplugged and the door left open).
10. The bath, toilet, sinks and kitchen should be cleaned.
11. The garden (if any) should be maintained in good state.
12. Rent must be paid up to date. If you have paid a month's rent in advance, a further month's rent may be paid by you to the Landlord on or before the date you vacate.
13. Please arrange for post to be collected by the Landlord online.
14. Please arrange for the telephone to be disconnected by the Landlord.
15. Please DO NOT contact the Landlord or any other suppliers. We will read the meters together when you vacate.

Yours sincerely,

[For and on behalf of the] Landlord