

[Print on Large Paper]

[Insert Address]

<<Name(s) of all Tenant(s)>>

<<Address of property occupied by>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

Your tenancy of <<Property address>> Notice

We/I regret to inform you that [date of termination>>] I wish/the Landlord wishes to bring your tenancy to an end.

I enclose a formal notice under section 21 of the Housing Act 1988. Please read the Notice carefully and seek advice if you are unsure.

We/I take this opportunity to remind you that you must take before you leave the property. As you know, I am/the Landlord's deposit which will be refunded in full when you moved in.

I would ask you please to go through the checklist 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.
2. All items belonging to you should be removed.
3. All furniture and other contents should be in the original rooms.
4. The carpets and upholstery should be professionally cleaned.
5. The windows should be clean.
6. The walls should not need any repairs. 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 re-scaled.
11. The garden (if any) should be in good state.
12. Rent must be paid up to date. Please note that the last month's rent may be paid by cheque or cash for you to assume that the last month's rent has been paid from your deposit.
13. Please arrange for post to be collected. Post is available from the post office or your local postbox.
14. Please arrange for the telephone to be disconnected.
15. Please DO NOT contact the Landlord or agents together when you vacate. We will read the meters and take the final readings from the suppliers.

I should be grateful if you would complete the checklist by signing the enclosed duplicate letter and returning it to me in the stamped envelope provided.

Yours sincerely,

[For and on behalf of the] Landlord

I/we confirm receipt of the letter of its enclosures.

Signed: Dated:

.....

.....

.....