

[Print on Large Paper] [Insert Tenant Address]

<<Name(s) of all Tenant(s)>>
<<Address of property occupied by tenant(s)>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name(s) as above>>

Your tenancy of <<Property address>> notice

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

You are required to leave the property on <<insert date>> or, if later, after the last day of the period of your tenancy, or, if later, after the end of two months from the date of service of this notice on you.

If you do not leave, we/I may apply to the court under section 21(1) or (4) of the Housing Act 1988 requiring you to go.

Please seek legal advice if you are in doubt about the effect of this notice.

We/I take this opportunity to remind you that you must take before you leave the property. As you know, I am/the Landlord will refund the deposit which will be refunded in full so long as the property is left in the same state 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 leave. 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.
4. The carpets and upholstery should be professionally cleaned.
5. The windows should be clean and free of marks.
6. The walls should not need redecorating. 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 tidy.
12. Rent must be paid up to date. If you are on a fixed term, the last month's rent may be paid by direct debit.
13. Please arrange for post to be collected by the post office or online.

- 14. Please arrange for the teleph
 - 15. Please DO NOT contact the
- together when you vacate.

suppliers. We will read the meters

I should be grateful if you would co
letter and returning it to me in the st

r by signing the enclosed duplicate
pe provided.

Yours sincerely,

[For and on behalf of the] Landlord

I/we confirm receipt of the letter of

its enclosures.

Signed:

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Dated:

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