

[Print on Large Paper]

[Insert Address]

<<Tenant's name >>  
<<Tenant's address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Tenant's Name>>

**Your tenancy dated <<date>> of <<month>> <<year>>**  
**Inventory Check-Out Inspection**

[Further to our conversation on <<date>> I/the landlord/<<other party>> will be carrying out an inventory inspection on <<date>> at <<time>>. This is required to ensure the property is left in a similar condition to that at the start of the tenancy and so that the deposit can be released as soon as possible.

Writing to advise you that I/the landlord/<<other party>> will be carrying out an inventory inspection on <<date>> at <<time>> at <<address>>. The property should be left in a similar condition to that at the start of the tenancy and so that the deposit can be released as soon as possible.

The inspection will last around <<time>>. I/the landlord/<<other party>> will review the condition of the property against the check-in inventory completed before you moved in. You will have the opportunity to bring any issues to our attention while I am here. Please review your copy of the check-in inventory enclosed and you should]:

During the inspection, I/the landlord/<<other party>> will review the condition of the property against the check-in inventory completed before you moved in. You will have the opportunity to bring any issues to our attention while I am here. Please review your copy of the check-in inventory enclosed and you should]:

- replace any missing or broken items
- fix any damage you have caused
- clean the property to the same standard as when you moved in
- make sure the garden is in a satisfactory condition
- dispose of any extra rubbish that you have brought in

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**EITHER** [You will need to be present during the inspection as the check-out inventory can be used as evidence.]

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Please let me know immediately if you are unable to attend on the date and time referred to above are not convenient. Please also sign and return this letter to confirm safe receipt.

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Yours sincerely,

[For and on behalf of the] Landlord

.....  
I confirm the tenant's receipt of this inspection.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

.....  
and time of the Check-Out Inventory

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