

[Print on Large Paper]

[Property Address]

<<Contract-Holder's name >>
<<Contract-Holder's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Contract-Holder's Name>>

**Your standard occupation contract
Inventory Check-Out Inspection**

<<Property address>>

[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 that the property is left in a similar condition to that at the start of the standard occupation contract. Any sums due to be returned to you from the deposit can be released after the inspection.]

Writing to advise you that I/the landlord/<<other party>> will be carrying out an inventory inspection on <<date>> at <<time>> at <<Property address>>. This is required to ensure that the property is left in a similar condition to that at the start of the standard occupation contract. Any sums due to be returned to you from the deposit can be released after the inspection.]

The inspection will last around <<duration>> hours. I/the landlord/<<other party>> will review the condition of the property against the check-in inventory completed before the property was handed over on contract began. You will have the opportunity to bring any issues to my attention before the inspection takes place. **EITHER** [You should review your copy of the check-in inventory is enclosed and you should ensure that you have:

inspection, I/the landlord/<<other party>> will review the condition of the property against the check-in inventory completed before the property was handed over on contract began. You will have the opportunity to bring any issues to my attention before the inspection takes place. **EITHER** [You should review your copy of the check-in inventory is enclosed and you should ensure that you have:

- 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 into the property in wheelie bins

removed in
removed in
wheelie bins

You should if possible be present at the property during the inspection as the condition of the property can be used as evidence in the event of a dispute.

to be present on your behalf at the inspection. The condition of the property can be used as evidence in the event of a dispute.

Please let me know immediately if you are unable to attend at a convenient time. Please also sign and return this letter to confirm safe receipt.

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

Yours sincerely,

[For and on behalf of the] Landlord

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I confirm receipt of this letter and no

e check-out inventory inspection.

Signed _____

[For and on behalf of the] contract-h

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