



BRITANNIA PROPERTY SERVICES

GUIDANCE FOR ENDING YOUR TENANCY

Hi

Your tenancy comes to an end soon and we therefore confirm our end of tenancy process as follows:-

- 1) Your tenancy will terminate as per clause 8.7 of your tenancy agreement.
- 2) Your rent must be paid in full up to the **DDMMYYYY** (as required by your contract).
- 3) Your final rental payment will be **£AMOUNT** for the period **DDMMYYYY** to **DDMMYYYY**.
- 4) Deposits **cannot** be used to cover your last month's rent as confirmed in clause 3.5 of your Tenancy Agreement. Your deposit is forfeit as per clause
- 5) Arrears charges will apply for any non-payment of rent.
- 6) Keys (and any other security devices or gate fobs) must be returned to our Selly Oak office before **12 NOON** , on the tenancy end date together with the completed enclosed end of Tenancy form (attached). You may be charged the daily rent or £50 (whichever the greater) for any delay in keys returned as stated in clause 8.3 of your Tenancy Agreement.
- 7) A £50 charge (per rental overpayment) will be payable by the Tenant to cover admin charges to recover any rents that have been overpaid to BPS. This charge is not payable if BPS were at fault as shown in clause 8.9 of your Tenancy Agreement. We therefore strongly recommend that after your last rental payment due date Tenants contact their bank to cease any remaining standing orders.
- 8) Your property can be shown to prospective Tenants if it has not already been let (as stated in clause 8.1 of your Tenancy Agreement), subject to confirmed 24 hour notice to view the property and every part of it at any reasonable hour so that we can escort intending Tenants or purchasers over the property. Properties must be kept clean by the Tenant(s) in a clean condition prior to any prospective Tenant viewing (or a cleaner will be provided for whom the Tenant(s) will be responsible for payment).
- 9) Thoroughly clean the property throughout (including all flooring/skirting behind/under any furniture /appliances) and ensure that any furniture or effects that have been moved are returned to their original position.
- 10) If any marks on the ceilings/walls/woodwork etc. have been caused by the Tenant(s) breach of the aforementioned; Tenants are advised to have the whole room re-decorated (you may use a BPS recommended contractor who can provide you with a quote). (in accordance with 6.15 of your Tenancy Agreement)
- 11) If a fridge/fridge-freezer is provided then ensure that these are clean, defrosted, dry and switched off **with the door(s) left open**.
- 12) If a cooker is provided, ensure it is completely grease free and that any grill-pans and baking trays are **thoroughly clean and grease free**.
- 13) All cupboards are clean and free from any deposits.
- 14) If there is a garden where you are responsible for its upkeep, then ensure that all grounds to the property are maintained
- 15) Rubbish bags must be removed from the property.
- 16) If applicable, return prepayment utility cards to us (e.g. gas, electric).
- 17) Do not lock any interior doors once the Tenancy has ended.
- 18) Your property must be left in a clean condition at the end of Tenancy and you must not be in breach of any clauses of your Tenancy Agreement to avoid any deposit deductions or other disputes.
- 19) Please note that the most frequent deposit deductions where damage has been caused by Tenants are issues relating to industrial cleaning, carpet washing, rubbish removal, garden & grounds maintenance (if Tenants responsibility and stated in contract), making good interior décor, late key return or missing keys, (Please see attached BPS End of Tenancy Tariff of Charges for further information

*****Please contact us if you have any future housing requirements; all Britannia tenants do not pay any admin fees on consecutive tenancies (a saving of £100 per person plus VAT!)*****

BPS: END OF TENANCY AGREEMENT FORM

By signing this Agreement below, the Tenants agree to the following:

- IN ACCORDANCE WITH CLAUSE 3.6 OF THE TENANCY AGREEMENT, DEPOSITS WILL BE RETURNED IN **ONE TOTAL AMOUNT, BY BANK TRANSFER** TO A SINGLE HEAD TENANT (TO ACT AS DEPOSIT BENEFICIARY AND CORRESPONDENT FOR ALL OUTSTANDING ISSUES).
- THE DEPOSIT WILL BE RETURNED WITHIN **6 WEEKS** OF THE CORRECT TENANCY TERMINATION DATE (AND SUBJECT TO COMPLETION AND RETURN OF THIS FORM).
- ONCE THE DEPOSIT HAS BEEN RETURNED TO THE HEAD TENANT, IT WILL BE THE RESPONSIBILITY OF THE DEPOSIT BENEFICIARY TO ENSURE THAT THE DEPOSIT(S) ARE DISPENSED TO THE REMAINING TENANTS. CLAUSE 3.6 OF YOUR TENANCY AGREEMENT STATES:

Tenants will nominate one person to act as "Deposit Beneficiary", to whom the Deposit will be returned in one single amount (subject to any deductions made) at the conclusion of the Tenancy. It is understood and agreed by all parties that once BPS has legitimately transferred the Deposit held on trust for the Tenants to the Deposit Beneficiary, thereafter it is the responsibility of the Deposit Beneficiary to equitably dispense the Deposit to the remaining Tenants.

- PLEASE BE REMINDED THAT THE MOST FREQUENT DEPOSIT DEDUCTIONS IS WHERE DAMAGE HAS BEEN CAUSED BY TENANTS, WITH ISSUES RELATING TO INDUSTRIAL CLEANING, CARPET WASHING, RUBBISH REMOVAL, GARDEN & GROUNDS MAINTENANCE (IF TENANTS RESPONSIBILITY AND STATED IN CONTRACT), MAKING GOOD DAMAGED INTERIOR DÉCOR, LATE KEY RETURN OR MISSING KEYS AND KEY SETS. ALL FAIR WEAR AND TEAR IS ACCEPTED WITHIN REASON.
- THE TENANT(S) ACCEPT THAT ANY DAMAGE(S) CAUSED BY THE TENANT(S) MAY BE CHARGED ACCORDING TO THE END OF TENANCY CHARGES TARIFF ATTACHED (FURTHER COPIES CAN BE DOWNLOADED FROM OUR WEBSITE, WWW.BRITANNIAPROPERTYSERVICES.COM).
- THE DEPOSIT WILL BE RETURNED IN ACCORDANCE WITH THE RELEVANT TENANCY DEPOSIT SCHEME (BPS ANTICIPATE TO FORWARD A RETURN OF DEPOSIT STATEMENT AND/OR ANY BALANCE FUNDS WITHIN 6 WEEKS OF THE CORRECT TENANCY TERMINATION DATE).
- ONCE THE TENANCY AGREEMENT HAS EXPIRED OR TERMINATED, ALL FUTURE CORRESPONDENCE AND ENQUIRIES MUST BE MADE BY EMAIL TO: ENQUIRIES@BRITANNIAPROPERTYSERVICES.COM OR IN WRITING TO BRITANNIA PROPERTY GROUP, BUILDING 3, CHISWICK PARK, 566 CHISWICK HIGH ROAD, CHISWICK, LONDON, W4 5YA
- ON YOUR TENANCY END DATE BY 12 NOON OR SOONER ALL PARTIES ARE TO SIGN & RETURN THIS FORM IN AN ENVELOPE MARKED WITH YOUR NAME & ADDRESS TO OUR OFFICE 521 BRISTOL ROAD, SELLY OAK, BIRMINGHAM, B29 6AU, WITH THE COMPLETED **9 POINTS SHOWN BELOW:**

1. APPOINTED HEAD TENANT:

2. TENANCY ENDED ADDRESS:

3. BENEFICIARY BANK DETAILS:

BANK SORT CODE: _____

ACCOUNT NUMBER: _____

4. FORWARDING ADDRESS:

5. EMAIL ADDRESS:

6. KEYS RETURNED: NUMBER OF KEY SETS:

NUMBER OF KEYS PER SET:

7. DATE TENANCY ENDED: _____ DATE KEYS RETURNED: _____

8. CURRENT ALARM CODE: _____ OR N/A [] PLEASE TICK

9. ALL PARTIES PLEASE SIGN BELOW TO CONFIRM APPROVAL OF THE ABOVE TERMS:

TENANT(S)

NAME IN BLOCKS

SIGNATURE

..... DATE:/...../.....

..... DATE:/...../.....

..... DATE:/...../.....

..... DATE:/...../.....

....., DATE:/...../.....

..... DATE:/...../.....

..... DATE:/...../.....

BPS REPRESENTATIVE (agent sign once above declaration is signed)

NAME IN BLOCKS

SIGNATURE

....., **DATE:**/...../.....

IMPORTANT NOTE: PLEASE HAND TO OUR BPS-SELLOAK OFFICE DURING OFFICE HOURS, ONCE ALL FORMALITIES HAVE BEEN COMPLETED ON YOUR TENANCY END DATE OR SOONER. YOU MAY REQUEST A PHOTOCOPY OF THIS FORM ONCE IT HAS BEEN SIGNED BY A BPS AGENT (POINT 9)

BPS: END OF TENANCY CHARGES TARIFF

Please find below a guide tariff of the most common end of Tenancy deductions and charges that most often are the Tenant liabilities and responsibilities*:

| <u>Item of deduction:</u> | <u>Cost for deduction:</u> |
|---|--|
| <u>General/Industrial cleaning at property:</u> Including materials and labour and to include air-freshen at property, wipe down of all surfaces, skirting's, windows and window sills, cleaning in all bedrooms and communal areas, dusting of all furnishings and appliances and hoovering/ mopping of all floors | <ul style="list-style-type: none">• £25 per hour (or part of any hour) per cleaner• £80 Cooker clean |
| <u>Rubbish removal at property:</u> Including disposal charges and labour | <ul style="list-style-type: none">• £250 per truckload |
| <u>Carpet washing at property:</u> Including materials and labour | <ul style="list-style-type: none">• £50 to £100 depending of size per room• £150 per hall, stairs & landing (1 floor house)• £200 per hall, stairs & landing (2 floor house) |
| <u>Upholstery washing:</u> Including materials and labour | <ul style="list-style-type: none">• £25 per 1-seater sofa• £35 per 2-seater sofa• £45 per 3-seater sofa |
| <u>Replacement of carpeting at property:</u> Including materials and labour | <ul style="list-style-type: none">• £250 per small room e.g. standard double bedroom• £350 per large room e.g. large bedroom, lounge etc. |
| <u>Repainting of walls:</u> Including materials and labour and to include redecoration due to non-wear and tear damage e.g. blue tak, sellotape, heavy scuffing etc. | <ul style="list-style-type: none">• £200 per small room e.g. standard double bedroom• £300 per large room e.g. large bedroom, lounge etc. |
| <u>Late key return:</u> Charged in accordance to clause 8.3 of your Tenancy Agreement | <ul style="list-style-type: none">• £50 or daily rent amount per day (whichever the greater) |
| <u>Arrears charges:</u> Any outstanding rental amounts will be recovered from the property deposit amount | <ul style="list-style-type: none">• May vary according to severity of rental arrears |

***NOTE:** The identified charges provide a **rough guide** to our end of Tenancy deductions **only**. Final charges may vary according to factors such as liability, proportionality, severity of the property's actual dilapidations and like for like replacement. **To avoid incurring any deposit charges we strongly advise you to refer to your Tenancy Agreement and the contents of this letter which confirms end of Tenancy procedures in detail.**