

Dear Tenant(s),

Thank you for advising the office of the date of your proposed move out.

May I please bring your attention to the attached document which needs to be completed and returned to the office when the keys are returned.

We are under no obligation to bring your tenancy to an end without the attached CONFIRMATION OF SURRENDER having been submitted along with ALL KEYS TO THE PROPERTY.

The attached documents are invaluable to you in ensuring that the property is left in as good a condition as you found it thus making the return of any deposit or other payment due back to you as simple and quick as possible.

If you have any questions please raise them now and do not wait until you have moved out and it is too late!!

Thank You

Rogers & Partners

CONFIRMATION OF SURRENDER

I/We, The undersigned, hereby confirm that we have jointly and severally surrendered possession and entitlement in regard to our tenancy of;

Possession has been given up on _____ Of _____ 20

I/We confirm that we are no longer entitled to access to this property and that any post or outstanding bills can be forwarded to

I/We would confirm that My/Our deposit currently held can be refunded to the following bank(s)

bank sort code:	Account No:	Name:
bank sort code:	Account No:	Name:
bank sort code:	Account No:	Name:
bank sort code:	Account No:	Name:

DEPOSITS WILL ONLY BE REFUNDED BY CHEQUE IF YOU CAN COLLECT THEM IN PERSON OTHERWISE YOU MUST PUT YOUR BANK DETAILS ABOVE
(please enter the name(s) in which you would like the deposit cheque written out)

I/We understand that the return of any deposit due will be subject to a satisfactory final inspection being carried out by the Landlord and/or his/her agent and that our failure to yield up the property in the same state as it was at the outset of our tenancy may delay the return of any deposit due. I/We further accept that we are liable for bills and council tax until the last day of our notice or surrender of tenancy, whichever is the latter.

I/We also understand that our failure to fully complete this form and return **ALL KEYS TO THE PROPERTY** will further delay the return of our deposit.

Signatures of ALL tenants

Signed _____ Print _____

Signed _____ Print _____

Signed _____ Print _____

Signed _____ Print _____

CONTACT DETAILS

PLEASE ENTER BELOW ALL EMAIL ADDRESSES AND TELEPHONE CONTACT DETAILS TO HELP SPEED UP THE DEPOSIT RETURN PROCESS

PLEASE SUPPLY CLOSING METER READINGS (COMPLETE WHERE APPROPRIATE)

GAS - []
ELECTRIC - LOW (WHERE APPLICABLE) [] NORMAL []
WATER (WHERE APPLICABLE) - []
WHO SUPPLIES GAS[] ELECTRIC[]

CONFIRMATION OF SURRENDER

(Please read all notes overleaf before returning this document with your keys)
ADVICE ON GETTING YOUR DEPOSIT BACK IN FULL – IGNORE AT YOUR PERIL

At **ROGERS & PARTNERS** we always endeavour to return tenant's deposit within a reasonable time frame and allow a period of 14 days to return deposits where no issues have been raised by either us as agent or the property owner.

It is **ESSENTIAL** for you to consult the term of your tenancy (and accompanying inventory) prior to giving up possession in order to ensure that you have fully complied and can therefore expect the prompt return of your deposit.

Common complaints from landlords can include-

GENERAL CLEANING

Many properties are simply not adequately cleaned prior to departure with particular complaints arising from dirty **CARPETS, CURTAINS, KITCHENS AND BATHROOMS**. It is wise therefore to pay particular attention to these areas and also to ensure that there are no offensive smells left at the property.

COOKERS AND FRIDGES

Many tenants who feel that they have cleaned adequately will still forget to clean out cookers, fridges and other appliances. Contract cleaner charge quite handsomely for this so please... Don't Forget!

DECORATING

If there are decorative imperfections that have happened since you moved ie holes in walls, scratches or marks etc. then you would be well advised to repair these before the landlord charges for a decorator to come and put right any damage at your expense. Also, if you have decorated, particularly if you did not receive the landlord's consent to do so, then you may well want to have this checked prior to your departure.

GARDENS

Please make sure that all gardens belonging to the property are left short and trimmed including bushes and trees (where reasonable).

RETURN OF ALL KEYS!!!! – YOU ARE LEGALLY LIABLE TO PAY RENT UNTIL WE RECEIVE ALL OF THE KEYS TO THE PROPERTY

ALSO, CONSIDER THIS.....

When you leave the property it is highly likely that someone else will be moving in. This means that your landlord will be judged by the condition of the property both during marketing and when a new tenant moves in.

If the property is not presentable then the landlord will undoubtedly be unhappy that new tenants cannot be found.

GET THIS RIGHT BEFORE YOU LEAVE AS YOU WILL NOT BE PERMITTED BACK INTO THE PROPERTY TO MAKE GOOD ONCE YOU HAVE VACATED AND WORKS WILL THEN BE CARRIED OUT IN DEFAULT AND CLAIMED FROM YOUR DEPOSIT

FINALLY. DIRT / GRIME, MOULD & MILDEW ARE NOT WEAR AND TEAR