



BRITANNIA PROPERTY SERVICES

INVESTMENT SALES: LETTINGS: MANAGEMENT: MAINTENANCE & DEVELOPMENT

BPS GUIDELINES FOR ENDING YOUR TENANCY

- 1) Your rent must be paid in full up to the **DDMMYYYY** (as required by your contract).
- 2) Your final rental payment will be **£AMOUNT** for the period **DDMMYYYY** to **DDMMYYYY**.
- 3) Deposits **can not** be used to cover your last months rent as confirmed in clause 3.4 of your Tenancy Agreement.
- 4) Arrears charges will apply in accordance with clauses 4.1 to 4.3 of your Tenancy Agreement for any non-payment of rent.
- 5) In accordance with clause 8.3 of your Tenancy Agreement, keys must be returned (each set on a separate keyring) to our Selly Oak office before **12 NOON ON DDMMYYYY**, together with the completed enclosed end of Tenancy form. You will 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.
- 6) The Tenant must return to the Landlord or BPS at the end of the Tenancy all keys and other security devices for the Property (in accordance with 7.8 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) You must provide us with a forwarding address and/or email on the enclosed **END OF TENANCY AGREEMENT FORM** for future correspondence and for any outstanding Tenancy issues such as return of deposit (**deposits cannot be returned without a valid address provided!**).
- 9) 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).
- 10) Should you want to move out before the correct termination date you may want to find a suitable replacement Tenant, or please contact the office to arrange an appointment to discuss other alternatives. Early termination options are also explained in clause 8.7 of your Tenancy Agreement.
- 11) 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.
- 12) 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 6.10 of your Tenancy Agreement)
- 13) If a fridge/fridge-freezer is provided then ensure that these are clean, defrosted, dry and switched off **with the door(s) left open**.
- 14) 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**.
- 15) All cupboards are clean and free from any deposits.
- 16) Rubbish bags must be removed from the property and disposed of.
- 17) If the property has an alarm then let us know the new code if you have changed it (or the current code on the enclosed form).
- 18) If applicable, return prepayment utility cards to us (e.g. gas, electric).
- 19) Do not lock any interior doors once the Tenancy has ended.
- 20) 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.
- 21) **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 BPS End of Tenancy Tariff of Charges for further information**

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*:

Item of deduction:

Cost for deduction:

General/Industrial cleaning at property:

Including materials and labour and to include air-freshen at property, wipe down of all surfaces, skirtings, windows and window sills, cleaning in all bedrooms and communal areas, dusting of all furnishings and appliances and hoovering/ mopping of all floors

- £25 per hour (or part of any hour)

Garden maintenance at property:

Including labour and to include strimming of lawn, weeding of paving and brickwork and clipping of hedges

- £100 - £300 (subject to amount of work required)

Rubbish removal at property:

Including disposal charges and labour

- £100 per truckload

Carpet washing at property:

Including materials and labour

- £50 per room
- £150 per hall, stairs & landing (1 floor house)
- £200 per hall, stairs & landing (2 floor house)

Upholstery washing:

Including materials and labour

- £10 per 1-seater sofa
- £20 per 2-seater sofa
- £30 per 3-seater sofa

Replacement of carpeting at property:

Including materials and labour

- £200 per small room e.g. standard double bedroom
- £300 per large room e.g. large bedroom, lounge etc.

Repainting of walls:

Including materials and labour and to include redecoration due to non-wear and tear damage e.g. blue tak, sellotape, heavy scuffing etc.

- £100 per small room e.g. standard double bedroom
- £150 per large room e.g. large bedroom, lounge etc.

Late key return:

Charged in accordance to clause 8.3 of your Tenancy Agreement

- £50 or daily rent amount per day (whichever the greater)

Arrears charges:

Any outstanding rental amounts will be recovered from the property deposit amount

- 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.**