



# BRITANNIA PROPERTY SERVICES

INVESTMENT SALES: LETTINGS: MANAGEMENT: MAINTENANCE & DEVELOPMENT

## 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 HEAD TENANT FOR ALL OUTSTANDING ISSUES).
- THE DEPOSIT TO BE RETURNED 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 STRICTLY IN WRITING ONLY TO: **BRITANNIA PROPERTY SERVICES, OPERATIONS CENTRE, PO BOX 12708, BIRMINGHAM, B2 2DF** OR (PREFERABLY) BY EMAIL TO **OC@BRITANNIAPROPERTYSERVICES.COM**
- 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. RETURN OF DEPOSIT STATEMENT BY EMAIL [ ]: .....

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) <u>NAME IN BLOCKS</u>	<u>SIGNATURE</u>	DATE: ...../...../.....
.....	.....	DATE: ...../...../.....
.....	.....	DATE: ...../...../.....
.....	.....	DATE: ...../...../.....
.....	.....	DATE: ...../...../.....
.....	.....	DATE: ...../...../.....
.....	.....	DATE: ...../...../.....

BPS REPRESENTATIVE (agent sign once above declaration is signed)  
..... DATE: ...../...../.....

IMPORTANT NOTE: PLEASE HAND TO OUR BPS-SELYOAK 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 8)

# **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\*:

<b><u>Item of deduction:</u></b>	<b><u>Cost for deduction:</u></b>
<b><u>General/Industrial cleaning at property:</u></b> 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 including all areas under any furnishings or appliances etc	<ul style="list-style-type: none"><li>• £25 per hour (or part of any hour)</li></ul>
<b><u>Garden maintenance at property:</u></b> Including labour and to include strimming of lawn, weeding of paving and brickwork and clipping of hedges	<ul style="list-style-type: none"><li>• £100 - £300 (subject to amount of work required)</li></ul>
<b><u>Rubbish removal at property:</u></b> Including disposal charges and labour	<ul style="list-style-type: none"><li>• £100 per truckload</li></ul>
<b><u>Carpet washing at property:</u></b> Including materials and labour	<ul style="list-style-type: none"><li>• £50 per room</li><li>• £150 per hall, stairs &amp; landing (1 floor house)</li><li>• £200 per hall, stairs &amp; landing (2 floor house)</li></ul>
<b><u>Upholstery washing:</u></b> Including materials and labour	<ul style="list-style-type: none"><li>• £10 per 1-seater sofa</li><li>• £20 per 2-seater sofa</li><li>• £30 per 3-seater sofa</li></ul>
<b><u>Replacement of carpeting at property:</u></b> Including materials and labour	<ul style="list-style-type: none"><li>• £200 per small room e.g. standard double bedroom</li><li>• £300 per large room e.g. large bedroom, lounge etc.</li></ul>
<b><u>Repainting of walls:</u></b> Including materials and labour and to include redecoration due to non-wear and tear damage e.g. blue tak, selloptape, heavy scuffing etc.	<ul style="list-style-type: none"><li>• £100 per small room e.g. standard double bedroom</li><li>• £150 per large room e.g. large bedroom, lounge etc.</li></ul>
<b><u>Late key return:</u></b> Charged in accordance to clause 8.3 of your Tenancy Agreement	<ul style="list-style-type: none"><li>• £50 or daily rent amount per day (whichever the greater)</li></ul>
<b><u>Arrears charges:</u></b> Any outstanding rental amounts will be recovered from the property deposit amount	<ul style="list-style-type: none"><li>• May vary according to severity of rental arrears</li></ul>

\*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.**