



# BRITANNIA PROPERTY SERVICES

## BPS: END OF TENANCY AGREEMENT FORM

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

- 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) AS STATED IN YOUR TENANCY AGREEMENT
- THE DEPOSIT WILL BE RETURNED WITHIN **6 WEEKS** OF THE CORRECT TENANCY TERMINATION DATE (AND SUBJECT TO COMPLETION AND RETURN OF THIS FORM) & IN ACCORDANCE TO THE TENANCY DEPOSIT SCHEME WHERE APPLICABLE
- 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. 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 **CLEANING, CARPET WASHING, RUBBISH REMOVAL, MAKING GOOD DAMAGED INTERIOR DÉCOR, LATE KEY RETURN OR MISSING KEYS AND KEY SETS.** **\*\*ALL FAIR WEAR AND TEAR IS ACCEPTED.**
- 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 AS A GUIDE (FURTHER COPIES CAN BE DOWNLOADED FROM OUR WEBSITE: [WWW.BRITANNIAPROPERTYSERVICES.COM](http://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 CORRECTLY, ALL FUTURE CORRESPONDENCE AND ENQUIRIES MUST BE MADE PREFEREBLY BY EMAIL TO [ENQUIRIES@BRITANNIAPROPERTYSERVICES.COM](mailto:ENQUIRIES@BRITANNIAPROPERTYSERVICES.COM) OR IN WRITING TO **BRITANNIA PROPERTY SERVICES, 521 BRISTOL ROAD, SELLY OAK, BIRMINGHAM, B29 6AU**
- 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: ...../...../.....

**BRITPROPSERV LTD: 521 Bristol Road, Selly Oak, Birmingham. B29 6AU: Tel: 0121 472 2200**

[www.britanniapropertyservices.com](http://www.britanniapropertyservices.com)

Email: [enquiries@britanniapropertyservices.com](mailto:enquiries@britanniapropertyservices.com)

Company Registration No. 11811532





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## 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)

**Rubbish removal at property:**

Including disposal charges and labour

- £100 per contractor 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

- £30 per 1-seater sofa
- £40 per 2-seater sofa
- £50 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.

- £150 per small room e.g. standard double bedroom
- £200 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

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