

Move out letter

Date

Landlord / Agency

Tenant/s Name & Address

Dear

Thank you for informing us that you wish to leave your accommodation and terminate your tenancy agreement after the required notice period of (e.g. One Month to the last day of a tenancy period).

We do hope you have enjoyed your stay.

If you have not already done so please put your notice to us in writing. Your actual termination date for the tenancy and rent payments will be the

.....day ofmonth..... year

Your rent must be paid up to and including this date so please make arrangements with your bank if necessary to ensure that this is complied with.

Please note: it is not permissible for you to cancel your last month's rent payment because we hold a security deposit (or it is protected in the Tenancy Deposit Scheme). The deposit is legally a separate issue from rent payment and you will be in breach of your contractual agreement if you do this. We will instruct your deposit is returned in full, subject to the accommodation being in a clean and tenantable state when you leave.

We will require a forwarding address in case we need to contact you further regarding the return of your deposit or any other matters.

Please do not leave personal belongings or rubbish in the premises or at the front, side or rear when you leave. There could be a charge for removal if you do. We want (and we know you do also) to have clean liveable accommodation to present to the new tenants on their move-in day. We accept normal wear and tear for the period of your occupation but please note that damage, breakages and/or cleaning will result in claims for deductions from your deposit.

For example, a full cooker clean costs us £..... and a room carpet clean costs £..... As you can see, items like these can soon use up your deposit.

May we remind you that the state of the accommodation on entry was recorded by:

(1) Your signed inventory and schedule of condition

(2) Dated photographic / video evidence

(3) An independent report by an inventory clerk (delete as appropriate). Someone will be available to meet you on your move-out day to inspect the premises, to complete the Check-Out Check-List and outgoing inventory report, to agree final meter readings and to complete the property hand over.

Please ensure that you return all keys to us.

Please do not forget to inform the local authority and all service / utilities providers that you are leaving so that they can calculate and apportion your final account payments to them.

As per our agreement we may wish to show prospective tenants through the premises before you vacate. We will give you advance warning if we need to do this.

Your co-operation by having the accommodation clean and tidy would be much appreciated. You can of course be present when we show tenants through, if you wish, and we will try to fix viewing times to suit you.

It has been a pleasure to have you as tenant/s and please accept our best wishes and thanks for your co-operation. Should you require a reference for a future landlord or a mortgage company please don't hesitate to contact us.

Yours sincerely,