



Check-Out Form

ADDRESS OF PROPERTY: ----- -----		NAME OF TENANT AND FORWARDING ADDRESS: ----- -----			
DATE OF CHECKOUT/TENANCY END DATE: -----		TENANCY START DATE: -----			
AMOUNT OF DEPOSIT HELD: ----- DEPOSIT SCHEME: -----		TENANT'S BANK DETAILS FOR DEPOSIT RETURN	BANK NAME:	SORT CODE:	ACCOUNT NUMBER:
METER READINGS	GAS METER	ELECTRICITY METER	WATER METER	OIL TANK	
METER NUMBER					
READING AND DATE					
KEYS RETURNED BY TENANT:			NO. KEYS GIVEN TO TENANT:		
SIGNED BY TENANT: -----			DATE SIGNED: -----		



Check-Out Form

CLEANING AND DILAPIDATIONS	DEPOSIT DEDUCTIONS £
ITEM 1 e.g. carpet cleaning	e.g. £150
ITEM 2	
ITEM 3	
ITEM 3	
ITEM 4	
OUTSTANDING RENT:	
TOTAL DEPOSIT DEDUCTIONS:	
SIGNED BY TENANT: _____	DATE SIGNED: _____



Check-Out Form - further notes

CLEANING AND DILAPIDATIONS	DEPOSIT DEDUCTIONS £
ITEM 1	
ITEM 2	
ITEM 3	
ITEM 3	
ITEM 4	
ITEM 5	
SIGNED BY TENANT: -----	DATE SIGNED: -----