

PROPOSAL FOR DEDUCTIONS FROM THE TENANCY DEPOSIT



SUMMARY DETAILS

Property address

Town

Postcode

Name of Tenant(s)

Name of Landlord(s)

1. <input type="text"/>	1. <input type="text"/>
2. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	3. <input type="text"/>
4. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	5. <input type="text"/>
6. <input type="text"/>	6. <input type="text"/>
7. <input type="text"/>	7. <input type="text"/>
8. <input type="text"/>	8. <input type="text"/>
9. <input type="text"/>	9. <input type="text"/>

Tenancy start date

Deposit value (£)

Tenancy end date

Proposed deductions (£)

This document has been prepared to set out clearly the deductions that the landlord proposes to make from the tenancy deposit. The document itself is an approved template issued by the Tenancy Deposit Scheme which requires landlords to be explicit about the deductions that they propose to make from the deposit and to provide the tenant with the evidence that supports the deduction. If the tenant(s) do not agree with the proposed deduction then this template will be submitted to the Tenancy Deposit Scheme as evidence of the proposed deductions.

ACTION REQUIRED
 The Tenant(s) should review this document carefully and advise in section 5 of each element of the claim whether they accept the deduction proposed or why they are disputing this claim. Any information entered by the tenants will be supplied to the Tenancy Deposit Scheme in the event that there is a dispute.



SUMMARY OF PROPOSED DEDUCTIONS

The tables below set out details of the proposed deductions for the tenancy deposit. There is full guidance available from the Tenancy Deposit Scheme on their website on the approach that they take to the necessary evidence which landlords must have to demonstrate the validity of a claim.

DEDUCTIONS PROPOSED		
Cleaning claim £ <input type="text"/>	Damage claim £ <input type="text"/>	Redecoration claim £ <input type="text"/>
Gardening claim £ <input type="text"/>	Rent arrears claim £ <input type="text"/>	Miscellaneous claim £ <input type="text"/>
TOTAL		
£ <input type="text"/>		
Date of submission to tenant <input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>		

KEY DOCUMENTS RELATED TO THIS CLAIM		
	Previously supplied (please check)	Attached (please check)
Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Inventory / Check in report	<input type="checkbox"/>	<input type="checkbox"/>
Check out report	<input type="checkbox"/>	<input type="checkbox"/>
Invoices / estimated	<input type="checkbox"/>	<input type="checkbox"/>
Rent statements	<input type="checkbox"/>	<input type="checkbox"/>
Emails / letters	<input type="checkbox"/>	<input type="checkbox"/>



CLEANING CLAIMS

1 What deductions are you claiming for?

2 What clause(s) in the tenancy agreement support your claim for cleaning?

3 What is your evidence of the property's cleanliness at the start and end of the tenancy?

4 What evidence supports the value of the claim you are making?

5 Tenant(s) view on this element of the claim:

Landlord(s) response:

DAMAGE CLAIMS

£

1 What deductions are you claiming for?

2 What clause(s) in the tenancy agreement support your claim for damage?

3 What is your evidence of the property's condition at the start and end of the tenancy?

4 What evidence supports the value of the claim you are making?

5 Tenant(s) view on this element of the claim:

Landlord(s) response:

REDECORATION CLAIMS

1 What deductions are you claiming for?

2 What clause(s) in the tenancy agreement support your claim for redecoration?

3 What is your evidence of the standard of decoration at the start and end of the tenancy?

4 What evidence supports the value of the claim you are making?

5 Tenant(s) view on this element of the claim:

Landlord(s) response:

GARDENING CLAIMS £

1 What deductions are you claiming for?

2 What clause(s) in the tenancy agreement support your claim for gardening?

3 What is your evidence of the garden's condition at the start and end of the tenancy?

4 What evidence supports the value of the claim you are making?

5 Tenant(s) view on this element of the claim:

Landlord(s) response:

RENT ARREARS CLAIMS

1 How much are the arrears and how did they arise?

2 What clause(s) in the tenancy agreement support your claim for rent arrears?

3 What is your evidence of rent arrears?

5 Tenant(s) view on this element of the claim:

Landlord(s) response:

ANY OTHER CLAIMS – MISC ITEMS

1 Are there claims for any other objects/issues?

2 What clause(s) in the tenancy agreement support your claim(s)?

3 What is your evidence for this claim?

4 What evidence justifies the value of the claim you are making?

5 Tenant(s) view on this element of the claim:

Landlord(s) response:



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