

END OF TENANCY PROCEDURE

When notice to end the tenancy is issued by Landlord or Tenant

1. Notice Issued:
 - a) Notice Received from Tenant
 - b) Notice issued by Landlord
2. Temples issue a letter to the Tenant setting out the end of tenancy arrangements.
3. Keys Returned To Temples Office by Tenant:
 - a) Advise Tenant when we have received the keys.
 - b) Temples Instruct Inventory Clerk to visit as soon as possible. If you wish to be present at this visit please contact Temples to arrange a suitable time.
4. Temples will issued to all parties as soon as it received a copy of the of the end of tenancy report.

Detail of Report:

- (a) No variances - The Deposit will be returned.
- (b) Variances - Temples staff are not in a position to discuss the content of the report until it is received by all connected parties. The net balance of deposit will be sent to the Tenant with a covering letter at this time. If the Tenant wishes to challenge the report please refer to following Notes for Tenants

NOTES FOR TENANT:

Deposits protected under the Tenancy Deposit Scheme (TDS)

TDS operates as follows:

- The Member Agent (Temples) holds the deposit.
- Where there is no dispute at the end of the tenancy, the member will, as normal, pay out the deposit promptly;
- If any of the parties wants to challenge the proposed apportionment of the deposit, they must do so in writing within 20 working days. If challenged the Agent must try to negotiate a settlement between the parties within 10 working days.
- If this can't be done, any of the parties can refer the dispute to the Independent Case Examiner (ICE) for third party independent adjudication;
- The deposit-holder must transfer the deposit to The Dispute Service Ltd. The ICE will carry on with adjudication and pay out the deposit.
- The ICE will make his decision within 28 days of receiving all the necessary information. The deposit will be paid out within a further 5 to 10 working days.