

End of tenancy



For the Scheme Administrator's use only

Tenancy Number

A charge of £12.50 +VAT is made for each tenancy registered on your behalf. The data will not be entered on the tenancy database until payment has been made.

Make cheques payable to: The Dispute Service Ltd

I would like to register the following tenancy on behalf of the company below

Scheme member		Membership number
Phone	Email	Fax
Address of property <i>(please type address on one line)</i>		Postcode

Name of landlord	Mobile phone	Email	Unique ID <i>(if known)</i>

Name(s) of tenant(s)	Mobile phone	Email	Unique ID <i>(if known)</i>

Please supply the following information about the tenancy:

When did the tenancy **end**?

OR

When is the tenancy due to **end**?

Day	Month	Year
Day	Month	Year
£		

How much is the **deposit**?

Is there a dispute about the deposit? *(please tick one box)*

 Yes

 No

If **NO**, when was it **paid**?

OR

When will it be **paid**?

How much will be paid to the:

Day	Month	Year
Day	Month	Year
Landord £	Tenant £	

Title (Mr, Mrs, Ms, Dr)	Name	Position
Signed		
Day	Month	Year