

## Schedule of Damages & Reimbursements

05/08/2016

E-mail: lZych@romans.co.uk

Property address:	Flat 1, 16 Whale Avenue, Reading RG2 0GY			0
Landlord:	Ms Miao Miao Zhang			0
Tenant:	Mr Ankan Naik			0
Date of check out:	01.08.2016			
Deposit held	£1,650.00			
<b>Schedule of deductions</b>				
N.B. The use of TBA below represents "to be advised" where costs are yet to be obtained. In such cases, the totals shown are interim and not final totals				
	Inventory reference / room	Clause / Item no.	Description	Cost
cleaning	page 4-9	throughout	additional cleaning is require as per check out report	TBA
	page 11 item 61	bathroom	1 cap missing	TBA
damaged	page 13 item 127	bedroom	heavy scratches to top of one of the bedside tables	TBA
	page 13 item 134	en suite	paint touch up mark on entry	TBA
	page 14 item 152	en suite	plug missing	TBA
	page 15 item 200		2x airer missing	TBA
	page 17 item 282, 291	reception	extension lead missing; dayson vacuum missing	TBA
Total				TBA
Deposit held				£1,650.00
Damages and compensation as above				
Rent arrears - Details:				
Admin charges - Clause 9.3 refers: Admin expense for organising cleaning & repais in respect of the failure of the Tenant to observe Clause 10.3 of the AST (£36.00).				
Rent refund - Details:				
Admin charges refund - Details:				
Balance due to tenant				Total TBA

Agreement between both landlord and tenant in written format is necessary before release of any deposit. Please sign and date in the relevant spaces indicated below. I **agree to the above deductions from the deposit being held and confirm the bank detail for tenant return of deposit:**

Tenant name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Bank name: \_\_\_\_\_

Sort code: \_\_\_\_\_

Account number: \_\_\_\_\_

Landlord name: \_\_\_\_\_

Landlord signature: \_\_\_\_\_

Dated: \_\_\_\_\_