

## Schedule of Damages & Reimbursements

18/08/2016

E-mail: lZych@romans.co.uk

<b>Property address:</b>	Flat 1, 16 Whale Avenue, Reading RG2 0GY			0
<b>Landlord:</b>	Ms Miao Miao Zhang			0
<b>Tenant:</b>	Mr Ankan Naik			0
<b>Date of check out:</b>	01.08.2016			
<b>Deposit held</b>	£1,650.00			
	<b>Inventory reference / room</b>	<b>Clause / Item no.</b>	<b>Description</b>	<b>Cost</b>
cleaning	page 4-9	throughout	additional cleaning is require as per check out report	282.00
	page 11 item 61	bathroom	1 cap missing	5.00
reapir	page 14 item 157	en suite	loose fittings of shower door	10.00
compensation	page 13 item 127	bedroom	heavy scratches to top of one of the bedside tables	20.00
	page 13 item 134	en suite	paint touch up mark on entry	10.00
	page 14 item 152	en suite	plug missing	10.00
compensation	page 17 item 282, 291	reception	extension lead missing; dayson vacuum missing	30.00
<b>Total</b>				<b>£367.00</b>
Deposit held				£1,650.00
Damages and compensation as above				£367.00
Rent arrears - Details:				
Admin charges - Clause 9.3 refers: Admin expense for organising cleaning & repairs 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:				
<b>Balance due to tenant</b>				<b>Total</b>
				<b>£1,283.00</b>

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:

\_\_\_\_\_

Landlord name:

\_\_\_\_\_

Tenant Signature:

\_\_\_\_\_

Landlord signature:

\_\_\_\_\_

Dated:

\_\_\_\_\_

Dated:

\_\_\_\_\_

Bank name:

\_\_\_\_\_

Sort code:

\_\_\_\_\_

Account number:

\_\_\_\_\_