

# End of Tenancy Evidence Requirements



## Rent Arrears Charges

- Rent Statement
- Rent Arrears Chasers
- Invoices or Receipts (for re-let fees only)



## Cleaning, Damage or Removal Charges

- Invoices, Quotes or Receipts



## Tenancy Documents

- Signed Tenancy Agreement
- Reference Report
- Signed Check-in Report
- Check-out Report

### Rent Statement

Complete record of the whole tenancy, detailing all rents due, payments received and final balance.

### Rent Arrears Chasers

Proof of communication to the tenants upon them becoming due.

### Re-let Fees

Valid evidence of reasonable re-let fees through invoices or receipts, compliant with the Tenant Fees Act 2019.

### Invoices, Quotes or Receipts

Documentation for claimed amounts. Reference to the check-out report is not sufficient.

### Signed Tenancy Agreement

Original signed tenancy agreement with the tenant and if applicable, the guarantor. Any tenancy renewals should also be provided.

### Reference Report

Third party referencing report showing that the tenants met the Reposit eligibility criteria. If a guarantor was used or 6-months rent was paid upfront, evidence of this should be provided instead.

### Signed Check-in Report

A copy of the initial signed inventory. If unsigned, evidence should be provided of the inventory being made available to the tenants at the start of the tenancy.

### Check-out Report

The check-out report must state the date the check-out was conducted and contain photographs.