



Changing or ending a tenancy

Plan changes, notice, check-out and the deposit before any step becomes urgent.

AT A GLANCE

A calm tenancy starts with clear decisions.

Use this guide as a working file. Confirm the final scope, responsibilities and charges in writing for your property.

01

Changes

Record any proposed change of tenant, occupier, rent or other tenancy term.

02

Renew or remarket

Review the property, current agreement and next route before the tenancy date arrives.

03

Notice and check-out

Use the correct route, organise access and compare condition against the agreed record.

04

Deposit and file

Evidence any proposed deduction, follow the scheme process and keep the closing documents together.

PUT IT IN WRITING

The decisions worth recording

These questions keep responsibility visible before a task, cost or deadline becomes urgent.

01 Who handles a change of tenant or a proposed change to the agreement?

Decision / owner / date

02 Who prepares or serves notice, and what professional advice may be needed?

Decision / owner / date

03 Who arranges check-out, keys, meter readings and the condition comparison?

Decision / owner / date

04 Who proposes deductions and who manages a deposit disagreement?

Decision / owner / date

PROPERTY FILE CHECKLIST

Keep these items together

A complete property file makes decisions easier to explain, review and hand over.

- ☐ Agreement, dates and proposed route reviewed
- ☐ Notice requirements checked for the circumstances
- ☐ Tenant communication and property access recorded
- ☐ Check-out and inventory comparison arranged
- ☐ Keys, meter readings and forwarding details collected
- ☐ Any proposed deduction supported by evidence
- ☐ Deposit scheme process and closing timeline followed
- ☐ Final statements and property file retained

OFFICIAL GUIDANCE

gov.uk/renting-out-a-property/landlord-responsibilities
gov.uk/tenancy-deposit-protection
gov.uk/check-tenant-right-to-rent-documents

General information only. This is not legal advice. Recheck current guidance before acting.