

**Address**  
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**Address**

**Tel: #####**  
**Mobile: #####**  
**Email: [xyz@email.com](mailto:xyz@email.com)**

To: Mr Tenant and Ms Tentant (1)  
Re: Summary of final expenditure/Monies retained from original deposit  
- see overleaf for detailed list

Time spent cleaning/clearing house 16 hours @ £11.21	£ 179.36
Disposal of rubbish and items left inc. return of items to hospital	£ 90.00
Replacement of two enamel tap inserts (as agreed)	£ 11.98
Replacement of toilet roll holder	£ 5.50
Blue print + frame missing from kitchen	£ 20.00
Replacement set of brass handles (complete set as unable to match) missing from dining room wall units	£ 25.00
Part cost of replacing BBQ	£ 35.00
	TOTAL £ 366.84
<b>Monies held by ourselves £310.00 – therefore balance owed:</b>	<b>£ 56.00</b>

29/8/08

To: Mr Irons & Ms K Loughlin (2)  
 Re: Breakdown monies retained from original deposit  
 - see overleaf for detailed list

<b>Time analysis</b>	
16 hours at £11.21 to clean, clear and remove all rubbish. Removal of misc. items left at back of garden, together with garden rubbish (thrown into neighbours' garden). In addition, time spent clearing tenant's items from loft	£179.86
<b>Disposal analysis:</b>	
Contrary to our expresses wishes and assurances given that no items would be left for us to dispose of – it was left to us to remove/dispose of the following:	
Mattress (dumped at side of garden)	
Large wooden table	
Various kitchen equipment (pots, pans, grills, etc)	
Various dishes	
2 x large pots of paint	
Shelving brackets left in shed	
Large box of books and folders (left in bedroom)	
2 x bags garden rubbish left in shed	
1 x trampoline	
Adjustable metal stool	
Computer game controls	
1 x clothes airer	
Various medicines, pads, etc	
Set of crutches returned	
1 x disposable sanitary pan ?	
Removal of BBQ no longer usable as coals had been used on gas appliance (this has been retained for inspection)	
Removal of garden rubbish thrown into No. 2's garden	
6 bags of rubbish left in front garden	£ 90.00
<b>TOTAL CLEANING/DISPOSAL:</b>	<b>£ 269.00</b>