

Tenancy Dates and Renewals Record

Stop the dates that matter arriving unannounced, by writing them down in one place with the interval you have decided on.

The dates in a tenancy that arrive whether or not anyone remembered them.

THE DATES ARE YOURS TO ENTER

No notice periods, deadlines or required intervals are printed on this sheet. They differ by country and often by region, and getting one wrong from a printed template is worse than having no template. Establish yours locally and write them in. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

Property

Tenant

Reference

THE TENANCY

Started

Fixed term ends

Rent review due

Renewal discussed on

WHAT FALLS DUE, AND WHEN

What	Last done	Interval you apply	Next due	Who arranges it	Done

Notes and correspondence