|  |  |
| --- | --- |
| CONTRACT NAME & REFERENCE NUMBER |  |
| CONTRACT END DATE |  |
| NAME OF SUPPLIER OR SERVICE PROVIDER |  |

In line with your contractual requirements, prior to the end of the contract you will be required to have completed and certify that you have undertaken the actions specified below

**Drafting note: Please delete as appropriate**

1. Nominated a suitably qualified and experienced person to implement the [ ]

 De-Mobilisation Plan on behalf of the Supplier/Service Provider

2. Returned all electronic and paper-based records relating to this contract [ ]

 Including service and personnel records or provided copies of the same

3. Deleted/purged all personal data from Supplier data storage and management [ ]

 systems including hard drives, servers, back-up servers, cloud-based storage

 and all removable/transportable media

4. Provided a Condition Statement of all assets and locations within the scope of [ ]

 this contract

5. Transferred title in any assets purchased by Magenta Living to Magenta Living [ ]

6. Transferred the benefit of any warranties relating to assets used in the [ ]

 Performance of this contract and to be returned to Magenta Living

7. Confirmed that no sums are owing from Magenta Living to the Supplier/Service [ ]

 and any pre-payments/advanced fees falling to be repaid have been repaid

8. Confirmed that services required by the contract have continued to be delivered [ ]

 During the De-Mobilisation Period

9. Provided details and relevant records relating to any staff/personnel being [ ]

 Transferred to Magenta Living or returning to Magenta Living’s employment

10.Ensured all spaces owned by Magenta Living but used by the Supplier/ [ ]

 Service Provider have been handed over in a clean, usable and workable condition

11.Returned all keys, passes, door entry codes and other information relating [ ]

 to Magenta Living site, properties or locations

CONFIRMED BY

SIGNATURE

JOB TITLE/POSITION

DATE