

Document Retention schedule

Document	Retention period
Successful applications (including supporting documents e.g. references, credit check results)	6 years from end of tenancy
Unsuccessful or withdrawn applications (including supporting documents e.g. references, credit check results, and any other correspondence e.g. emails, text messages, copies of letters sent & received)	1 year from date made
Tenancy agreements	6 years from end of tenancy
Inventory	6 years from end of tenancy
Recorded telephone calls	1 year from date made
DPS Prescribed information form	6 years from end of tenancy
Correspondence and other information relating to a tenancy (including emails, text messages, copies of letters sent & received, rent account history)	6 years from end of tenancy
Applicant and/or tenancy note history	6 years from end of tenancy
Invoices	6 years from date made