

TENANCY DEPOSIT PREScribed INFORMATION

To: <<Names of all tenants and (third party) paying a tenancy deposit on behalf of a tenant>>

From: <<Name(s) of landlord(s)>>

Below is the prescribed information for a tenancy deposit (in accordance with the Housing (Tenancy Deposits) Regulations 2007):

- 1. The name, address, telephone number and any fax number of the scheme administrator of the deposit:

<<Name of scheme administrator>>
<<Address of scheme administrator>>
<<Telephone number of scheme administrator>>
<<E-mail address of scheme administrator>>
<<Fax number (if any) of scheme administrator>>

- 2. Any information contained in the scheme administrator to the landlord or the landlord's agent or the operation of the provisions of the Act:

[Please see attached leaflet]

- 3. The procedures that apply to the deposit which an amount in respect of a deposit may be paid or repaid and of the shorthold tenancy:

[Please see attached leaflet]

- 4. The procedures that apply to the deposit where either the landlord (or the person who act on the landlord's behalf) or the tenant is not contactable at the end of the tenancy:

[Please see attached leaflet]

- 5. The procedures that apply to the deposit where the landlord (or the person who act on the landlord's behalf) and the tenant dispute the amount to be paid or repaid of the deposit:

[Please see attached leaflet]

- 6. The facilities available under the Act for resolving a dispute relating to the deposit to be resolved without recourse to the court:

[Please see attached leaflet]

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7. The following information must be provided in respect of the tenancy in respect of which the deposit has been paid:

7.1 the amount of the deposit (if a joint tenancy it should be the total amount paid):

7.2 the address of the premises to which the tenancy relates:

<<Address

7.3 the name, address, telephone number, fax number, e-mail address or any other contact details of the landlord (or the person acting on the landlord's behalf in relation to the tenancy):

<<Name of

<<Address

<<Telephone

<<E-mail address of landlord>>

<<Fax number of landlord>>

7.4 the name, address, telephone number, fax number, e-mail address or any other contact details of the tenant, including the name and address of any person who act on the tenant's behalf (this information needs to be provided for each tenant in the case of a joint tenancy):

<<Name of

<<Address

<<Telephone

<<E-mail address of tenant>>

<<Fax number of tenant>>

<<Contact details of the landlord at the end of the tenancy>>

7.5 the name, address, telephone number, fax number, e-mail address or any other contact details of any relevant person who has made the deposit (this information needs to be provided for each relevant person if there is more than one):

<<Name of

<<Address

<<Telephone number of person>>

<<E-mail address of relevant person>>

A

M

P

L

E

S

<<Fax number>> person>>

7.6 the circumstances in which the deposit may be retained by the landlord (or the person acting on the landlord's behalf in relation to the tenancy), by reference to the tenancy agreement;

Please refer to clause 7.7 of the tenancy agreement

7.7 confirmation (in the form of a certificate to be completed by the landlord or by the agent acting on the landlord's behalf in relation to the tenancy deposit) that:

7.7.1 the prescribed information is correct to the best of their knowledge and belief; and

7.7.2 they have given the tenant(s) an opportunity to sign this document by way of confirmation and that the information is accurate to the best of his knowledge and belief.

I/we (being the landlord(s) or the agent) certify that:

- the information provided is correct to the best of my/our knowledge and belief
- I/we have given the tenant(s) an opportunity to sign this document by way of confirmation and that the information is accurate to the best of the tenant(s) knowledge and belief.

Signed by the landlord(s) or the landlord's agent:

Dated:

Signed by the tenant(s):

Dated:

A

M

P

L

E