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[Letting Agent's Letterhead]

<<Prospective Contract-holder's name>>
<<Prospective Contract-holder's email address>>
<<Address>>
<<Postcode>>

<<Date>>

Given by hand [OR <<Prospective Contract-holder's email address>>]²

Dear <<Prospective Contract-holder's name>>

Proposed occupation contract <<Prospective Contract-holder's email address>> 'the Property'
Holding Deposit Scheme

I am writing to provide you with information and documentation that I am required to provide prior to collection of the Holding Deposit in connection with the proposed occupation contract of the Property:

1. [Details of the Property]

Agent:

<<Agent's name>>

<<Agent's contact details>>]

2. The amount of the Holding Deposit to be paid on signing the occupation contract

£<< >>³. This is to secure the Property prior to the occupation contract.

3. A deposit in the form of a cheque to be collected at the start of the occupation contract to cover rent and other charges payable to the Property.

4. Credit and reference checks to be carried out on you will be carried out by << >>. References will be requested from << >>, banks, employers and personal referees>> [<<insert any other references you may carry out>>].

5. [A guarantor for the proposed occupation contract will also be required. <<insert other details of the guarantor required>>] OR [A guarantor is not required].

The obligations of the contract-holder under the proposed occupation contract and the guarantor agreement is enclosed. References will be requested from << >> prior to assess their suitability as guarantor [and other details of the guarantor which may apply such as UK resident, etc. <<insert other details of the guarantor required>>]] OR [A guarantor is not required].

¹ Please use a separate sheet for this information to

² This letter can only be used if the prospective contract-holder has previously given consent

³The sum of the security deposit must not exceed one weeks' rent. The weekly rent is worked out as the monthly rent divided by 12

⁴ Security deposits are not required in Wales. The Welsh Government has the power to introduce capped security deposits in Wales.

holder or adult occupier if more than one.

prospective contract-holder has previously given consent

not exceed one weeks' rent. The weekly rent is worked

Wales. The Welsh Government has the power to

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6. A copy of the contract for the Property is enclosed. This sets out the contractual terms of the contract. The key terms are:

- a. The rent is £<< >> per calendar month payable in advance;
- b. The term of the occupation contract is << >>; and
- c. The term of the lease contract is << >>.

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7. Enclosed is the Occupation Contract Application Form which contains the information prospective contract-holders and guarantors will be asked to complete. [Please also provide <<insert any other information, statements, identification documents, payslips and utility bills>>]

Please sign and return this letter to confirm safe receipt.

Yours sincerely,

M

[For and on behalf of <<insert agent's Name>>]

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I confirm as prospective contract-holder(s) that I have read and understood the contents of this letter and the documents referred to in it.

Signed _____

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[For and on behalf of <<insert contract-holder(s)>>]

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