

[Print on Letterhead]

[Insert Address]

<<Prospective Tenant's name >>¹
<<Prospective Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Given by hand [OR] [Sent by email to <<Prospective Tenant's email address>>]²

Dear <<Prospective Tenant's Name>>

Proposed tenancy of <<insert property>> Property'
Holding Deposit Specified Information

I am writing to provide you with the information I am required to provide prior to collecting a holding deposit for the proposed tenancy of the Property:

1. Details of the Landlord:

Landlord:

2. The amount of the holding deposit to be collected for the Property prior to signing the tenancy agreement.
3. A tenancy deposit in the sum of <<insert sum>> to cover rent arrears and/or damages.
4. I will carry out credit and reference checks on you. The credit check will be carried out by <<insert name of credit reference agency>>. I will request references from <<former landlords, banks or other referees>> [and <<insert any other referees>>].
5. [A guarantor is required to provide a guarantor's details, a copy of the tenancy agreement and a copy of references on the guarantor's details. I will also request references from the guarantor [and <<insert any other referees>>]] OR [A guarantor is not required].
6. A copy of the Tenancy Agreement.

¹ Please use a separate letter for each prospective tenant.

² This letter can only be sent by email if the prospective tenant has previously given consent for this information to be sent by email.

³ The sum of the Holding Deposit must be the monthly rental figure divided by 4.

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

contractual terms of the tenancy are:

- a. The proposed rent for the tenancy is £<< >> per calendar month payable in advance;
 - b. The proposed start date for the tenancy is << >>; and
 - c. The term of the tenancy is << >>.
7. Enclosed is a copy of the Tenant's Guide to the Private Residential Tenancy which contains the information I require from you. All prospective tenants will be asked to complete their own Tenancy Application Form. You will also provide <<insert any other information required such as references, identification documents, payslips and utility bills>>].

Please sign and return one copy of this letter with the completed form and receipt.

Yours sincerely,

Landlord

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I confirm the Prospective Tenant's details and the documents referred to in it.

Signed _____

[For and on behalf of the] Prospective Tenant

Enclosures:

1. Copy of Tenancy Agreement
2. [Guarantee Agreement]
3. Tenancy Application Form

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