



The Deposit Protection Service

PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS*

The Deposit Protection Service

NOTE: The Landlord must supply the Tenant with the Prescribed Information regarding any tenancy deposit required to be dealt with under the custodial tenancy deposit scheme.

To: (insert names of all tenants and any other person (third party) paying a tenancy deposit on behalf of a tenant)

- 1. The name, address and contact details of the Scheme Administrator of the Tenancy Deposit Scheme that is safeguarding your tenancy deposit is:

The Deposit Protection Service (The DPS)
 The Pavilions
 Bridgwater
 Road Bristol
 BS99 6AA
 Telephone No. 0870 7071707
 Email address: enquiries@depositprotection.com

- 2. Information contained in a leaflet supplied by the Scheme Administrator to the Landlord explaining the operation of the provisions contained in the statutory scheme.
See attached Terms and Conditions.
- 3. Information on the procedures applying for the release of the deposit at the end of the tenancy.
See attached Terms and Conditions.
- 4. Procedures that apply under the Scheme where either the Landlord or the Tenant is not contactable at the end of the tenancy.
See attached Terms and Conditions.
- 5. Procedures that apply under the Scheme where the Landlord and the Tenant dispute the amount to be repaid to you in respect of the deposit.
See attached Terms and Conditions.
- 6. The facilities available under the Scheme for enabling a dispute relating to the deposit to be resolved without recourse to litigation.

There is an alternative Dispute Resolution Scheme available enabling an independent adjudicator to decide on any dispute.

See attached Terms and Conditions for further information

* In accordance with The Housing (Tenancy Deposits) (Prescribed Information) Order 2007.

- 7. Tenancy specific information

(a) Amount of deposit paid.

(insert amount of deposit paid; in the case of a joint tenancy it should be the total amount paid)

£

(b) Address of property to which the tenancy relates.
(insert address of property including postcode)

(c) Name, address and details of Landlord(s)

Name:

Address including postcode:

Telephone Number:

Email address (if any):

(d) Name, address and contact details of the Tenant(s) (in the case of joint tenants insert this information for all tenants).

(1) Name:

Address including postcode:

Telephone number(s):

Email address(es):

(2) Name:

Address including postcode:

Telephone number(s):

Email address(es):

(e) Name of Third Party making the payment:

Address including postcode:

Telephone number(s):

Email address(es):

Note: If there are additional third parties, please attach a continuation sheet with the same information for the further third parties.

- (f) Circumstances when all or any part of the deposit may be retained by the Landlord.
Refer to Clause(s) [please insert relevant clause reference below] of Tenancy Agreement.

I/We (being the Landlord) certify that –

- (i) The information provided is accurate to the best of my/our knowledge and belief
- (ii) I/We have given the Tenant(s) the opportunity to sign this document by way of confirmation that the information is accurate to the best of the Tenant(s) knowledge and belief

Landlord(s): Signature(s):
.....

Dated:

Tenant(s): Signature(s):
.....
.....
.....

Dated:

NOTES

- (1) A copy of the Deposit Protection Service Terms and Conditions must be attached to this document.
It is available to download from
http://www.depositprotection.com/Documents/scheme_rules.pdf
- (2) The document is provided by The DPS by way of information only. The DPS accepts no liability for its contents. It is the Landlord(s) responsibility to ensure it is completed accurately, served on the Tenant(s) within 14 days of receipt of the deposit and to give the Tenant(s) an opportunity to check and sign this document.