

## PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS

The landlord or letting agent protecting this tenancy deposit must give Prescribed Information to all tenants at the property in accordance with The Housing (Tenancy Deposits) (Prescribed Information) Order 2007. They must do this within 30 days of receiving the deposit from the tenant. It informs the tenant about the deposit protection measures the landlord or letting agent has taken, the scheme contact details, and procedures that apply regarding the protection and return of the deposit.

The landlord or letting agent must provide a copy of The DPS terms and conditions to the tenant with this form. This can be downloaded from www.depositprotection.com.

The DPS has provided this document by way of information only. The DPS accepts no liability for its contents. It's the Landlord(s)

	e it is accurate and given to th nity to review and sign this do	ne tenant (or tenants) within 30 days of rece ocument.	ipt of the deposit. They should also give
To: (insert names of a	ll tenants and any other per	rson (third party) paying a tenancy depos	sit on behalf of a tenant)
Tenancy details			
Tenancy address:			Deposit amount:
Landlord or letting	agent's details:		
Name:			
Address:			
Telephone:			
Email:			
Fax:			
Contact details			
Your deposit is prote Communities and Lo	cted with The Deposit Prot cal Government for this pu	ection Service (The DPS). They are appr rpose. Here's how you can contact ther	oved by the Ministry of Housing, n if you need to.
by post:	The DPS The Pavilions Bridgwater Road Bristol BS99 6AA		
Call:	0330 303 0030		

# **Email:**

contactus@depositprotection.com Website: www.depositprotection.com

### How the scheme works

Information supplied by the Scheme Administrator to the Landlord explaining the operation of the provisions contained in the statutory scheme.

Please see section 3 of The DPS Custodial Terms and Conditions

#### Deposit repayment

Information on the procedures applying for the release of the deposit at the end of the tenancy, including where either the Landlord or the Tenant can't be contacted.

Please see section 14-19 of The DPS Custodial Terms and Conditions

#### Deposit disputes

Procedures that apply under the Scheme where the Landlord and the Tenant dispute how the deposit should be repaid, and the facilities available to resolve a dispute without recourse to litigation.

The DPS Dispute Resolution Service is a free, straightforward way of resolving deposit disputes at the end of a tenancy. The alternative option is to go through the courts, which can be costly and take a long time.

When using this service, your dispute will be reviewed by a legally-trained adjudicator. They'll review the evidence you and your tenant provide and issue a detailed decision within 28 days.

Please see section 20-23 of The DPS Custodial Terms and Conditions

#### Tenant details

Add this information for all tenants in the tenancy.

Tenant 1	Tenant 2	Tenant 3	Tenant 4	Tenant 5
	Tenant 1	Tenant 1 Tenant 2	Tenant 1 Tenant 2 Tenant 3	Tenant 1 Tenant 2 Tenant 3 Tenant 4 Ten

It's the responsibility of each tenant to advise The DPS of any changes to their contact details, including providing forwarding contact details and address at the end of the tenancy.

If the deposit is being paid by a third party, please record their details on a separate sh	record their details here. If additional third parties are paying the deposit, neet and attach it to this document
Name of third party making the payment:	
Address:	
Telephone:	
Email:	
Circumstances when all or part of the den	posit may be retained by the landlord or letting agent
For details of the circumstances when the l following clauses of the tenancy agreement	andlord or letting agent may retain part or all of the deposit, please refer to the t.
Please insert relevant clauses from your tenan	ncy agreement here.
/We (being the landlord or letting agent) ce	ertify that –
i) The information provided is accurate to	the best of my/our knowledge and belief
<ul><li>ii) I/We have given the tenant(s) the opporaccurate to the best of the tenant(s) kn</li></ul>	rtunity to sign this document by way of confirmation that the information is owledge and belief
Landlord(s):	Signature(s):
	·
Dated:	
All tenants at the tenancy should sign this f	orm and send a copy to their landlord or letting agent.
Tenant(s):	Signature(s):

Details of third parties paying the deposit

Dated: