

## **PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS\***

### **The Deposit Protection Service – Custodial scheme**

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. 0844 4727 000**

**Online: Enquiry Forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at [www.depositprotection.com](http://www.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 post code)

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(c) *Name, address and details of landlord(s)*

Name: .....  
Address including postcode:

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Telephone number(s): .....  
Email address(es): .....  
Fax Number(s): .....

(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:

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Telephone number(s): .....  
Email address(es): .....  
Fax Number(s): .....

Contact address to be used by The Landlord at the end of the tenancy:  
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(2) Name: .....  
Address including postcode:

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Telephone number(s): .....  
Email address(es): .....  
Fax Number(s): .....

Contact address to be used by The Landlord at the end of the tenancy:  
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(3) Name: .....  
Address including postcode:  
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Telephone number(s): .....  
Email address(es):.....  
Fax Number(s): .....  
Contact address to be used by The Landlord at the end of the tenancy:  
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(4) Name: .....  
Address including postcode:  
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Telephone number(s): .....  
Email address(es):.....  
Fax Number(s): .....  
Contact address to be used by The Landlord at the end of the tenancy:  
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(5) Name: .....  
Address including postcode:  
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Telephone number(s): .....  
Email address(es):.....  
Fax Number(s): .....  
Contact address to be used by The Landlord at the end of the tenancy:  
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Note: please see Note 3 below regarding the tenant's or lead tenant's responsibility to register their contact address with The DPS and to ensure that their address is updated at the end of the tenancy.

*(e) Name of Third Party making the payment:*

Name: .....  
Address including postcode:  
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Telephone number(s): .....  
Email address(es):.....  
Fax Number(s): .....

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): .....  
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Dated: .....

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

NOTES

- (1) **A copy of The Deposit Protection Service Custodial Terms and Conditions must be attached to this document.**

**It is available to download from** <http://www.depositprotection.com/documents/terms-and-conditions-custodial.pdf>

- (2) The tenant(s) and relevant persons (if any) agree that the lead tenant has been nominated by all the joint tenants and any relevant persons and that the responsibilities of the lead tenant are fully understood by all tenants. The responsibilities are detailed in Section 8 of the attached Terms and Conditions.
- (3) It is the tenant's or lead tenant's (where relevant) responsibility to register their contact address with The DPS and to ensure that address is updated at the end of the tenancy.
- (4) 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 30 days of receipt of the deposit and to give the Tenant(s) an opportunity to check and sign this document.