

THIS FORM SHOULD ONLY BE COMPLETED BY INDIVIDUAL OR COMPANY LANDLORDS. AGENTS ARE REQUIRED TO PROTECT DEPOSITS ONLINE.

The easiest way to protect deposits is online at www.mydeposits.co.uk with a debit or credit card. Alternatively please complete this form and return it to us with the cheque for the deposit protection fee – we cannot protect your deposit without this payment. A confirmation letter and your Deposit Protection Certificate confirming the successful protection will be posted to the address registered in your account in 5 working days. If you do not receive it please contact us on 0844 980 0290 or check online. You should be aware of your obligations regarding tenancy deposit protection legislation: you must protect deposits taken from tenants within 14 days from the date it was collected. This deposit protection fee covers one AST agreement only and if applicable that Statutory Periodic Tenancy. If you issue a new AST tenancy agreement another deposit protection is required and a new fee needs to be paid.
DO NOT SEND US THE DEPOSIT

Section 1 - Member Details

Title: First Name: Last Name:
 Member Number: Company Name:

Section 2 - Rental Property Details

Address:
 Postcode:

Section 3 - Deposit Protection Details

NB: please note that you can only protect a Tenant's deposit if you are holding it yourself, not a third party.

Total Annual Rent for AST*	Amount of Deposit	Date Deposit Received	Start Date of Fixed Term AST	End Date of Fixed Term AST
£ <input type="text"/>	£ <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <small>(The date can be within the last 30 days)</small>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

*NB: Please enter 12 x the monthly rent even for a 6 month let.

Section 4 - Tenant Details

Is this a joint Tenancy Agreement?: YES NO (If yes, please go to Section 6 Joint Tenancy Agreement)

Section 5 - Single Tenancy Agreement Information

5.1

Tenant Name: Title: First Name: Last Name:
 We require an alternative correspondence address so that we can contact the Tenant after they have left the tenancy property. This may be a relative's, friend's, bank's, solicitor's address or similar. This can be amended throughout the tenancy or at the point of Un-Protection.
 Address:

 Postcode:

5.2

Please state as many of the contact numbers for the Tenant as you can. You must provide us with at least one telephone number.
 Home Telephone: Mobile:
 Work Telephone: Email:

5.3

Is there any third party who has paid all or part of the deposit on behalf of the Tenant(s)? YES NO (If yes, please supply the following info)
 Third Party Name: Title: First Name: Last Name:
 Organisation Name:
 Address:

 Postcode:

Section 6 - Joint Tenancy Agreement Information

Note: In the case of a Joint Tenancy, the Landlord is required to advise my|deposits of the nominated Lead Tenant who will act on behalf of all other Tenants party to the Joint Tenancy. The Lead Tenant must be one of the Tenants party to the Joint Tenancy. my|deposits will only correspond with the Lead Tenant throughout the duration of the tenancy agreement. It is expected that all other Tenants' party to the Joint Tenancy have agreed to the name of the the Lead Tenant and understand that the scheme will only correspond with the Lead Tenant.

6.1

Lead Tenant Name: Title: First Name: Last Name:

We require an alternative correspondence address so that we can contact the Tenant after they have left the tenancy property. This may be a relative's, friend's, bank's, solicitor's address or similar. This can be amended throughout the tenancy or at the point of Un-Protection.

Address:

 Postcode:

6.2

Please state as many of the contact numbers for the Lead Tenant as you can. You must provide us with at least one telephone number.

Home Telephone: Mobile:
Work Telephone: Email:

6.3

Is there any third party who has paid all or part of the deposit on behalf of the Tenant? YES NO (If yes, please supply the following info)
(At the end of the tenancy, we will always contact the third party)

Third Party Name: Title: First Name: Last Name:
Organisation Name:
Address:

 Postcode:

6.4

You must enter details of any other Tenants party to the Joint Tenancy Agreement, otherwise their deposit will not be protected in accordance with the law and you may be liable.

Tenant 1: Tenant 3:
Tenant 2: Tenant 4:

Section 7 - Payment Details

The fee to protect a deposit is £30 including VAT. Certain professional bodies and trade organisations have negotiated discounted protection fees for their members. If you believe you qualify, please contact your organisation for further details. They will advise you of the discounted protection fee and the promotion code.

Organisation Name:
Membership Number: Promotion Code: NLA Security Code (if applicable):

Please make all cheques payable to "mydeposits" and return it together with this form to: mydeposits, Ground Floor, Kingmaker House, Station Road, New Barnet, Herts EN5 1NZ.

NB: We regret we cannot protect your deposit without payment of the protection fee and cheques will be returned if the correct fee inclusive of VAT is not received and this will delay setting up the deposit protection within the 14 days allowed.

Signed: Dated:

my|deposits.co.uk

Tenancy Deposit Solutions Limited: Registered in England No: 05861648.
Registered office: 3rd Floor, Kingmaker House, Station Road, New Barnet,
Herts EN5 1NZ. mydeposits is a trading name of Tenancy Deposit Solutions Ltd.

Sponsored by



www.landlords.org.uk

Administered by



www.hamiltonfraser.co.uk

Authorised by



www.communities.gov.uk