



Landlord Application Form

! *If you take a deposit from your tenant on an Assured Shorthold Tenancy agreement in England and Wales, you must protect it with a government-authorized tenancy deposit protection scheme.*

my|deposits is designed for landlords who want to keep hold of the deposit for the duration of the tenancy, rather than handing it over to a third party.

With my|deposits:

- ✓ You hold the deposit in your bank account
- ✓ You have the freedom to resolve any issues directly with your tenant
- ✓ We are here to help with any formal disputes

Control the deposit

JOIN INSIDE NOW >>

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my|deposits.co.uk

I like to be able to manage the money myself and have more control over the deposits. I can return the deposit to the tenants quickly at the end of their stay which they appreciate.

Mr Popat, **my|deposits** member since 2008



Notes on how to complete this Application Form

- This Application Form should be completed by all landlords who wish to join the **my|deposits** Tenancy Deposit Protection Scheme.
- Applicants who run their lettings business in their private name, and own personally the properties they let, should complete sections A1, A2, C and D of this form.
- Applicants who run their lettings business in the name of a limited company or partnership, (which owns the properties to be let) should complete sections B1, B2, C and D of this form.
- Applicants who run their business as a letting or managing agent (ie they do not own the properties and act as an agent for other landlords) should NOT complete this form. Instead, please complete the **my|deposits** Agent application form.
- All questions must be answered in BLOCK CAPITALS using black ink. We will not accept any application form where questions are answered incorrectly, left blank or are illegible.
- By signing this application form and paying the fees due, you agree to abide by the Scheme Rules. Any breach of the Scheme Rules will render your membership invalid and result in deposits not being protected.
- **my|deposits** Membership cannot be granted without payment of the membership fee. You will not be able to protect any deposits until you join.
- If you wish to apply using this form, we only accept payment by cheque, made payable to **my|deposits**. If you wish to pay by Credit/Debit Card please join online at www.mydeposits.co.uk or call our team on 0844 980 0290.
- Your **my|deposits** membership will begin as soon as we receive and process your application form. Please allow five working days for us to process and then post your confirmation letter and membership details. If you have not heard from us in 10 working days please contact our team on 0844 980 0290.
- Please note your membership name given on this form must exactly match the name given on the AST agreement. It is a condition of **my|deposits** membership that you:
 - Read
 - Understand
 - And agree to abide by The Scheme Rules (a copy of these rules is available to read or download from our website www.mydeposits.co.uk).
- A separate deposit protection fee is required to protect each individual tenant deposit. You can do this online in the members area, by post or phone.
- To protect a deposit you need to pay a flat-rate deposit protection fee at the beginning of a fixed term AST. This lasts until the end of the fixed term or if your AST Agreement continues to a Statutory Periodic Tenancy. If you create a new AST Agreement, even if it is issued to the same Tenant(s) using the same deposit, you must purchase a new protection.

*Over a million
tenant deposits
successfully
protected*

*Over 60,000
landlord
members
and growing*

*An award
nominated
dispute
resolution
service*

*A simple
and easy to use
online service*

What you will need to complete this form:

- Your contact details
- Your mother's maiden name
- Your cheque book
- If applicable, your trade organisation/professional body membership number and promotional code

TO BE COMPLETED BY PRIVATE INDIVIDUAL LANDLORDS ONLY

Section A1 - Personal Information

Please ensure that all the information in the following section is correct. The information will be used to create your my|deposits membership.

Q1. Title: First Name: Last Name:

Q2. Please state your correspondence address and postcode. We will send all membership information and postal communications to this address. Please ensure that the address you provide is your regular correspondence address. We regret that we cannot accept an application for membership from a landlord who can only provide a PO Box address, OR who resides in the Isle of Man, OR who resides permanently outside the United Kingdom.

Address:

 Postcode:

Q3. Please provide us with the following contact details (Please tick your preferred method of communication):

UK Landline Telephone: Mobile Telephone:
Work Telephone:
Email:

Q4. Please provide the following security information. This will be used by the Scheme to perform adequate security checking should you ever need to contact us by telephone.

Date of Birth: / / Mother's Maiden Name:

Section A2 - General Questions

Guidance Notes: These questions relate to our acceptance criteria and must be answered to the best of your knowledge. We reserve the right to check the validity of your answers with credit and fraud checking organisations. We regret that membership of the Scheme will be declined if you provide an adverse response to these questions or fail to answer them all.

Have you ever been:

Q1. Convicted of (or do you have a hearing pending for) money laundering, fraud or any other financial crime? YES NO

Q2. Refused membership of any other tenancy deposit protection scheme whether insurance-based or custodial? YES NO

Q3. Refused a licence to operate a private rented property as required under the Housing Act 2004? YES NO

TO BE COMPLETED BY COMPANY OR PARTNERSHIP LANDLORDS ONLY

Section B1 - Company Information

Please ensure that all the information in the following section is correct.

Q1. Company Name:

Q2. Contact Name:

Q3. Please state your correspondence address and postcode. We will send all membership information and postal communications to this address. Please ensure that the address you provide is your regular correspondence address. We regret that we cannot accept an application for membership from a landlord who can only provide a PO Box address, OR who resides in the Isle of Man, OR who resides permanently outside the United Kingdom.

Address:

 Postcode:

Q4. Company Registration Number (where applicable):

Q5. Address of Registered Office. We regret that we cannot accept an application for membership from a company that can only provide a PO Box address, OR is registered in the Isle of Man, OR is operated from outside the United Kingdom.

Address:

 Postcode:

Q6. Please provide us with the following contact details (Please tick your preferred method of communication):

UK Landline Telephone: Mobile Telephone:

Work Telephone:

Email:

Q7. Please provide the following security information. This will be used by the Scheme to carry out security checks should you need to contact us by telephone. This must be a memorable word or number at least 8 characters long.

Section B2 - Details of Directors and Partners

Guidance Notes: These questions relate to our acceptance criteria and must be answered to the best of your knowledge. We reserve the right to check the validity of your answers with credit and fraud checking organisations. We regret that membership of the Scheme will be declined if you provide an adverse response to these questions or fail to answer them all.

Has your company, partnership or trading entity, its directors, partners and/or owners ever been:

Q1. Convicted of (or do you have a hearing pending for) money laundering, fraud or any other financial crime? YES NO

Q2. Refused membership of any other tenancy deposit protection scheme whether insurance-based or custodial? YES NO

Q3. Refused a licence to operate a private rented property as required under the Housing Act 2004? YES NO

TO BE READ AND SIGNED BY ALL APPLICANTS

Section C - Declaration

To the best of my knowledge and belief the information provided in connection with this application, whether in my own hand or not, is true and I have not withheld any material facts. I understand that non-disclosure or misrepresentation of relevant facts may entitle the Scheme to void my membership immediately and without appeal.

I have read, understand and accept the Scheme Rules of membership. I agree to abide by the Scheme Rules. I accept that my signature binds me, my estate and my personal representatives.

Signature: Name: Date:

Position in Company (if applicable):

To assist us with an analysis of the effectiveness of our marketing activity please advise us how you heard about my|deposits:

Section D - Joining Fees

The standard price of registering with my|deposits is: **£60.00** (inclusive of VAT)

Certain professional bodies and trade organisations have negotiated discounted joining fees for their members.

If you believe you qualify, please contact your trade organisation for further details. They will advise you of the discounted joining fee and the Promotion Code that you will need to quote to qualify for the discount. When you have obtained this information please complete the questions below and return the application form to us with payment of the joining fee by cheque.

Organisation Name:

Membership Number:

NLA Security Code (if applicable)

Promotion Code:

Discounted Membership Fee enclosed (inclusive of VAT):

WARNING - Where a discount has been claimed against a membership fee, failure to provide both a valid Promotion Code and your Association Membership Number will result in the application being declined. Failure to supply the correct information or payment of an incorrect amount of your joining fee will result in your application being declined. We reserve the right to check this information against databases held by your professional body or trade association.

Please make all cheques payable to 'mydeposits'.

Your membership will not be activated until you have received confirmation from us. You will be unable to protect any deposits until your membership has been agreed.

DATA PROTECTION

Communities and Local Government has appointed Tenancy Deposit Solutions Limited T/A mydeposits and/or HFIS plc T/A Hamilton Fraser Insurance as a Scheme Administrator to act on its behalf to gather and process the information you provide together with information from other services for the purpose of providing a tenancy deposit scheme as regulated by The Housing Act 2004. This includes the provision of alternative dispute resolution. For further information, please refer to the full Data Protection Notice at the end of the Scheme Rules or contact mydeposits on 0844 980 0290 or email dataprotectionact@mydeposits.co.uk or write to Customer Services Manager, Hamilton Fraser Insurance, 3rd Floor, Kingmaker House, Station Road, New Barnet, Herts EN5 1NZ.

STATUS

mydeposits is an Appointed Representative of HFIS plc who are authorised and regulated by the Financial Services Authority – Member Number 306513. You can check this information by visiting www.fsa.gov.uk/register mydeposits Registered Office: 3rd Floor, Kingmaker House, Station Road, New Barnet, Herts EN5 1NZ Registered in England: 05861648. VAT No. 893 9729 49.

Next Steps

Please enclose your cheque and return to:
mydeposits
Ground Floor, Kingmaker House
Station Road
New Barnet
Herts
EN5 1NZ

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