

Your Deposit Protection Number:

Prescribed Information Template

Your landlord or agent must provide you with key information about your deposit's protection, called the Prescribed Information. This template has been created to help your landlord or letting agent comply with their legal tenancy deposit protection obligations.

We recommend you read this template along with the mydeposits Information for Tenants leaflet, so you fully understand how deposit protection works.

- (a) The contact details of the scheme administrator of the authorised tenancy deposit scheme applying to the deposit.

mydeposits is administered by HFIS plc, trading as Hamilton Fraser (the Scheme Administrator).

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- (b) Any information contained in a leaflet supplied by the scheme administrator to the landlord which explains the operation of the provisions contained in sections 212 to 215 of, and Schedule 10 to, the Act.
- (c) The procedures that apply under the scheme by which an amount in respect of a deposit may be paid or repaid to the tenant at the end of the shorthold tenancy ("the tenancy").
- (d) The procedures that apply under the scheme where either the landlord or the tenant is not contactable at the end of the tenancy.
- (e) The procedures that apply under the scheme where the landlord and the tenant dispute the amount to be paid or repaid to the tenant in respect of the deposit.
- (f) The facilities available under the scheme for enabling a dispute relating to the deposit to be resolved without recourse to litigation.

Provided within the 'Information for Tenants' leaflet that should be given to you by your landlord/agent.

This can also be downloaded from the website www.mydeposits.co.uk/tenants

- (g) The following information in connection with the tenancy in respect of which the deposit has been paid:

(i)	Amount of deposit paid	
(ii)	The address of the property to which the tenancy relates	
(iii)	Contact details of landlord (or the agent acting on their behalf)	
	Landlord/Agent Name	
	Landlord/Agent Address	
	Landlord/Agent Telephone Number	
	Landlord/Agent Email Address	
	Landlord/Agent Fax Number	

continued overleaf...

(iv)	The name, address, telephone number, and any email address or fax number of the tenant, including such details that should be used by the landlord or scheme administrator for the purpose of contacting the tenant at the end of the tenancy;	
	Tenant Name	
	Tenant Address	
	Tenant Telephone Number	
	Tenant Email Address	
	Tenant Fax Number	

	Tenant Name	
	Tenant Address	
	Tenant Telephone Number	
	Tenant Email Address	
	Tenant Fax Number	

	Tenant Name	
	Tenant Address	
	Tenant Telephone Number	
	Tenant Email Address	
	Tenant Fax Number	

(v)	The name, address, telephone number and any email address or fax number of any relevant person (interested party);	
	Interested Party Name	
	Interested Party Address	
	Interested Party Telephone Number	
	Interested Party Email Address	
	Interested Party Fax Number	

(vi) The circumstances when all or part of the deposit may be retained by the landlord, by reference to the terms of the tenancy;

These are the circumstances in which all or part of the tenancy deposit may be retained at the end of the tenancy, with reference to the relevant clause(s) in the Tenancy Agreement:

(vii) Confirmation (in the form of a certificate signed by the landlord) that

(aa) The information he provides under this sub-paragraph is accurate to the best of his knowledge and belief; and

(bb) He has given the tenant the opportunity to sign any document containing the information provided by the landlord under this article by way of confirmation that the information is accurate to the best of his knowledge and belief.

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: _____

Signature: _____

Landlord/Agent: _____

Signature: _____

Tenant: _____

Signature: _____

Tenant: _____

Signature: _____

Tenant: _____

Signature: _____

Tenant: _____

Signature: _____

Dated: _____

Please note, this template is provided by mydeposits to assist the landlord/agent to serve the Prescribed Information. mydeposits accepts no liability for its contents. It is the landlord/agent's responsibility to ensure it is completed accurately, served on the tenant(s) within 30 days of receipt of the deposit and that the tenant(s) have an opportunity to check and sign this document.

This template does not need to be returned to mydeposits but please keep it safe as you may need to refer to it as evidence in the event of deposit dispute.

Authorised by

