

SECURITY DEPOSIT

REQUIRED INFORMATION

To: <<Names of all contract-holders>>
security deposit on behalf of a contract-holder

person (third party) paying a security deposit

From: <<Name(s) of landlord(s)>>

Below is the required information required for the security deposit (in accordance with the Renting Homes (Deposit Schemes) Regulations 2022):

deposit (in accordance with the Renting Homes (Deposit Schemes) Regulations 2022):

1. The name, address, telephone number and any fax number of the scheme administrator of the deposit:

address and any fax number of the scheme administrator of the deposit:

<<Name of scheme administrator>>

<<Address of scheme administrator>>

<<Telephone number of scheme administrator>>

<>>

<<E-mail address of scheme administrator>>

<>

<<Fax number (if applicable)>>

<tor>>

2. Any information contained in the contract between the landlord or the landlord's agent and the contract-holder

the scheme administrator to the scheme administrator for the operation of the deposit.

[Please see attached leaflet]

3. The procedures that apply to the deposit which an amount in respect of a deposit may be paid or repaid at the end of the occupation contract:

which an amount in respect of a deposit may be paid or repaid at the end of the occupation contract

[Please see attached leaflet]

4. The procedures that apply to the deposit when either the landlord (or the person who act on the landlord's behalf) or the contract-holder is not contactable at the end of the occupation contract:

either the landlord (or the person who act on the landlord's behalf) or the contract-holder is not contactable at the end of the occupation contract:

[Please see attached leaflet]

5. The procedures that apply to the deposit when the landlord (or the person who act on the landlord's behalf) and the contract-holder dispute the amount of the deposit:

the landlord (or the person who act on the landlord's behalf) and the contract-holder dispute the amount of the deposit:

[Please see attached leaflet]

6. The facilities available under the contract to be resolved without recourse to the courts:

ing a dispute relating to the deposit

[Please see attached leaflet]

SAMPLE

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|-----|--|--|
| 7. | The following information shall be provided by the landlord in the occupation contract in respect of which the deposit is made: | |
| 7.1 | the amount of the deposit (in the case of a joint contract it should be the total amount) | >> |
| 7.2 | the address of the landlord to which the occupation contract relates: | >> |
| 7.3 | the name, telephone number, and any e-mail address or fax number of the landlord's agent who is acting on the landlord's behalf in relation to the occupation contract (this information needs to be provided for <u>each relevant person</u>): | >> |
| | | of landlord>> |
| | | (any) of landlord>> |
| | | of landlord>> |
| 7.4 | the name, telephone number, and any e-mail address or fax number of the landlord's agent who is acting on the landlord's behalf in relation to the occupation contract (this information needs to be provided for <u>each relevant person</u>): | >> |
| | | holder>> |
| | | -holder>> |
| | | of contract-holder>> |
| | | (any) of contract-holder>> |
| | | of contract-holder>> |
| | | be used by the landlord at the end of the contract |
| 7.5 | the name, telephone number and any e-mail address or fax number of any third party who has made the deposit (this information needs to be provided for <u>each relevant person</u> if there is more than one): | >> |
| | | person>> |
| | | person>> |
| | | of relevant person>> |
| | | (any) of relevant person>> |
| | | of relevant person>> |

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- I/we have given the
way of confirmation
holder(s) knowledg

[Signed by the landlord(s) or by the
deposit):

.....

Dated:

[OR executed by the landlord or
deposit):

[Executed by <<Company Name>

Signature of Director

Signature of [Director] [Secretary]

Dated:

[OR

posit may be retained by the
ord's behalf in relation to the
ms of the occupation contract:

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d its secretary] [two directors]

Executed by <<Con
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presence of:

Signature of Director

Signature of witness

Name (in BLOCK C

Address _____

Dated:

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