[Landlord’s Name(s)

Landlord’s Address

Landlord’s email address

Landlord’s telephone number]

[Lead Tenant’s Name and address]

**Date**

Dear **[**Tenant’s Name (s)]

[I am/We are] required by law to notify you that your deposit has been protected by a government-authorised deposit protection scheme. This is to make sure you are aware of your rights regarding how the deposit is protected and the circumstances when a deduction can be made from it. Please note the following information:

1. **The rented property:**

[Address of the rented property];

1. **The deposit:**

Amount of the rent deposit paid: £[amount]

Paid by*:[name of person who paid deposit]*

*Address:*

Tel: [telephone number]

Email: [tenants email address]

1. **The landlord:**

Landlord’s name(s):

Address: [landlord address]

Email: [landlord email address]

Telephone number: [landlord telephone number]

1. Tenant’s address for contact after tenancy ends (if known):

Tenant’s name: [ ]

Address: [ ]

Email: [ ]

Telephone number: [ ]

1. **The tenancy deposit scheme:**

The details of the scheme safeguarding your deposit are:

Name of scheme: [ ]

Scheme administrator’s name: [ ]

Address:

Email address:

Telephone number:

Website address:

1. **How the deposit is protected:**

There are two different types of scheme: custodial or insurance-based. Please refer to the information enclosed with this notice for details of the scheme protecting your deposit.

1. **Circumstances in which some or all of the deposit can be kept:**

At the end of the tenancy, if you have not met your duties as a tenant (e.g. by failing to pay rent or not keeping the property in good repair), [I/We] may be entitled to keep some or all of the deposit (e.g. to cover the rent or to carry out repairs).

1. **Information provided by the scheme administrator to explain the law and procedures:**

Please find enclosed copies of the following information:

**[enter any information you have and attach it to this letter – if nothing please take out this clause]**

1. **What happens at the end of the tenancy:**

The information referred to above is enclosed with this notice and it explains:

* + - How your deposit will be repaid;
    - What happens if the landlord or tenant cannot be contacted or will not co-operate;
    - What happens if the deposit amount to be repaid is disputed by either party; and
    - How the dispute can be resolved without resorting to court proceedings.

1. **Landlord’s certificate:**

[I/We] (the landlord) certify that:

* + The information provided is accurate to the best of [my/our] knowledge and belief; and
  + [I/We] have given the tenant(s) (and, if relevant, the party paying the deposit) the opportunity to sign a copy of this notice.

Landlord’s signature(s):

Name:……………………………………. Signature:……………………………

[Name:……………………………… . Signature:……………………………

Name:……………………………………. Signature:……………………………

Name:……………………………………. Signature:……………………………]

Dated: …………………………………….

1. **Tenant/deposit payer’s statement:**

[I/We the tenant(s)] and, if relevant, the person or organisation in section 2 above, agree and confirm by signing and returning this notice that:

* If there is more than one tenant, the lead tenant has been nominated by all the joint tenants and any other deposit payer, and that the responsibilities of the lead tenant are fully understood by all tenants and the deposit payer;
* It is the tenant’s or (where relevant) lead tenant’s responsibility to register a contact address with the scheme and to ensure that the address is updated at the end of the tenancy; and
* [I/We] have received this notice and the information provided is accurate to the best of my/our] belief and knowledge.

**NB: The lead tenant’s responsibilities are set out in the enclosed information.**

Lead/Sole Tenant’s Name …………………….… Signature:

Tenant’s Name:………………………………… . Signature:

Tenant’s Name:………………………………… Signature:

Tenant’s Name:………………………………… Signature:

[Deposit Payer’s Name.............................Signature:

**(*if not tenant)***

Dated: …………………………………….

**Please read below but delete this before sending to your tenant or deposit payer.**

***(\*Note if the person who has paid the deposit is not the lead tenant, then you need to send them a copy of this letter)***