TenancyVault

Deposit Prescribed Information Checklist

England

England private assured tenancies: protect an applicable deposit and give the prescribed information to tenants and any relevant person who paid it within 30 days of receipt. This working checklist does not replace the approved scheme's complete information, leaflet or certification.

TENANCY & DEPOSIT DETAILS

TENANT NAME(S)

TENANCY START DATE

PROPERTY ADDRESS

DEPOSIT AMOUNT £

DEPOSIT RECEIVED DATE

30-DAY DEADLINE

RELEVANT THIRD-PARTY PAYER

DEPOSIT PROTECTION SCHEME ☐ DPS (DEPOSIT PROTECTION SERVICE) ☐ MYDEPOSITS ☐ TDS (TENANCY DEPOSIT SCHEME)

SCHEME REFERENCE NO.

DATE PROTECTED

PRESCRIBED INFORMATION — SERVED TO TENANT

- ☐ Full address of the rental property
- ☐ Landlord's name, address and contact details (or agent's where applicable)
- ☐ Amount of deposit paid and date it was received
- ☐ Name, address, telephone number and any email address of the scheme administrator
- ☐ Name, address, telephone number and any email of the scheme's dispute resolution service
- ☐ Certificate of deposit protection / scheme reference number
- ☐ Circumstances in which all or part of the deposit may be withheld (per tenancy agreement)
- ☐ Process for tenant to apply for return of the deposit at end of tenancy
- ☐ Process for tenant or landlord to raise a dispute about the deposit
- ☐ Confirmation that the tenant has been given the Prescribed Information leaflet (scheme-specific)
- ☐ Tenant and relevant payer details, landlord certification and opportunity for tenant confirmation checked against the scheme's requirements

SERVICE RECORD

DATE SERVED

METHOD ☐ PRINTED ☐ EMAIL ☐ PORTAL ☐ IN PERSON

LANDLORD / AGENT SIGNATURE

DATE

TENANT SIGNATURE (CONFIRMS RECEIPT — NOT AGREEMENT TO DEDUCTIONS)

DATE