



## Prescribed Information – My Deposits

### RESIDENTIAL LANDLORDS ASSOCIATION

### PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS

#### **My Deposits– insurance backed scheme (operated by Tenancy Deposit Solutions Limited)**

NOTE: The Landlord must supply the Tenant with prescribed information regarding any tenancy deposit required to be dealt with under either the custodial or the insurance backed tenancy deposit schemes. This must be accompanied by a copy of the Scheme's Tenant's Leaflet.

The Tenant must also be given a copy of the Deposit Protection Certificate (which must be signed by the Landlord/Agent). This Certificate gives most but not all of the prescribed information so the Landlord/Agent must also give this notice to the Tenant.

This must be signed by the landlords/agent. This certificate gives most but not all of the prescribed information so the landlords/agent must also give this notice to the tenant. The tenant/any third party should therefore receive (1) this notice (2) the Schemes tenants information leaflet (3) sheet headed "Key Details of Housing Act 2004 – Prescribed Information Order (4) a Certificate of Deposit generated by My Deposits

Property Address: (Insert address and postcode)

To: (All tenants and any other person (third party) paying a tenancy deposit on behalf of a tenant



## Prescribed Information – My Deposits

Telephone number(s) for each tenant:

- (1) (“Lead Tenant”)
- (2)
- (3)
- (4)
- (5)

Email address(es) for each tenant (if any)

- (1) (“Lead Tenant”)
- (2)
- (3)
- (4)
- (5)

Fax Number(s) for each tenant (if any):

- (1) (“Lead Tenant”)
- (2)
- (3)
- (4)
- (5)

Address for each tenant:

- (1) (“Lead Tenant”)
- (2)
- (3)
- (4)
- (5)

(ii) *Circumstances when all or any part of the deposit may be retained by the Landlord.*

IMPORTANT NOTE: This information has to be supplied by reference to the tenancy agreement and it is based on the RLA Standard AST Agreement (if any other tenancy agreement is used this information may need to be amended):

## Prescribed Information – My Deposits

- (i) Non payment of any rent
- (ii) Non payment of any bills for the property
- (iii) Failure to keep to any of the agreements or conditions contained in the Tenancy Agreement
- (iv) Reasonable compensation if you have broken any of your agreements contained in the Tenancy Agreement
- (v) Reasonable cost of making good any damage which is not caused by fair wear and tear
- (vi) Failure to produce satisfactory proof that you have paid for the utility bills (electricity, gas, water and phone)
- (vii) Non payment of interest on any outstanding rent or other money legally payable
- (viii) Reasonable costs if you fail to remove furniture or goods at the end of the tenancy
- (ix) Non payment of any administration fee
- (x) Reasonable costs for sending reminder letters as specified in the Tenancy Agreement
- (xi) Reasonable costs for any cheque that does not clear, as specified in the Tenancy Agreement
- (xii) Reasonable costs for replacing locks on failure to return any key/replacement keys
- (xiii) Reasonable costs for making good any damage due to failure to defrost the fridge
- (xiv) Reasonable charges for preparing and checking any inventory/condition schedule

Please refer to the Tenancy Agreement for further information.

I/We (being the Landlord) certify that –

- (i) The information provided under paragraph 4 and 5 above is accurate to the best of the Landlord's knowledge and belief
- (ii) I/We have given the Tenant(s) the opportunity to sign any document containing the information provided by me/us by way of confirmation that the information is accurate to the best of the Tenant's knowledge and belief

## Prescribed Information – My Deposits

Dated:

Landlord(s): \_\_\_\_\_  
\_\_\_\_\_

(Authorised to sign as Agent on behalf of all the Landlords where there are joint Landlords)

I/We being the Tenant(s) named above acknowledge that I/we have been given the opportunity to read and consider the information provided above and I/we confirm that the information is accurate to the best of my/our knowledge.

Dated:

Tenant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

- (1) The legislation requires that the information contained in this document be given to the Tenant(s) within 14 days of receipt of the deposit.
- (2) It is open to the Tenant(s) to confirm this information by checking direct with the Scheme Administrator.
- (3) **You must attach the following to this Notice:**
  - (i) A copy of the Information Leaflet for Tenants. It is available to download from the RLA website or at [www.mydeposits.com](http://www.mydeposits.com)
  - (ii) A copy of the Official My Deposit Certificate of Protection
  - (iii) The leaflet Key Details of the Housing Act 2004 – Prescribed Information Order.

## Key details of Housing Act 2004 - Prescribed Information Order

When a Landlord, or their Agent, protects a Tenant's deposit with an authorised Tenancy Deposit Protection Scheme, the Housing Act 2004 also requires them to provide the Tenant with specific information regarding the protection of their deposit, this is known as the Prescribed Information (PI).

my|deposits assists our Members to meet most of the PI requirements **BUT NOT ALL** by providing much of the required information in the 'Deposit Protection Certificate' (DPC) and within the 'Information for Tenants' leaflet that must be handed over along with the DPC.

You should refer to the table below to identify the specific areas in which my|deposits is unable to assist in respect of the PI. It is the responsibility of the Landlord, or their Agent, to provide the full PI within 14 days of receiving the deposit from the Tenant.

my|deposits can not be held liable in any way for the failure of our Members to provide this information or by the failure to provide it within the 14 day period. For a full transcript of the requirements of The Housing (Tenancy Deposits) (Prescribed Information) Order 2007, please download a copy from this website.

Requirement:	How met:
(a) The name, address, telephone number, e-mail address and any fax number of the scheme administrator of the authorised tenancy deposit scheme applying to the deposit.	my deposits is administered by HFIS plc, T/A Hamilton Fraser Insurance (The Scheme Administrator). my deposits, Ground Floor, Kingmaker House, Station Road, New Barnet, Hertfordshire EN5 1NZ. Tel 0844 9800 290 • Fax 0845 634 3403 • info@mydeposits.co.uk
(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.	Provided within the 'Information to Tenants' leaflet that should be given to you by your Landlord/Agent with this Certificate.
(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").	Provided within the 'Information to Tenants' leaflet that should be given to you by your Landlord/Agent with this Certificate.
(d) The procedures that apply under the scheme where either the landlord or the tenant is not contactable at the end of the tenancy. NB: For the purposes of this paragraph the reference to a landlord or a tenant who is not contactable includes a landlord or tenant whose whereabouts are known, but who is failing to respond to communications in respect of the deposit.	If your Landlord/Agent is not contactable at the end of the tenancy you should contact my deposits to raise a possible deposit dispute on 0844 980 0290 or notify us of a possible deposit dispute online at <a href="http://www.mydeposits.co.uk">www.mydeposits.co.uk</a>
(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.	Provided within the 'Information to Tenants' leaflet that should be given to you by your Landlord/Agent with this Certificate.
(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 to Tenants' leaflet that should be given to you by your Landlord/Agent with this Certificate.
(g) The following information in connection with the tenancy in respect of which the deposit has been paid:	
(i) the amount of the deposit paid;	Provided within this Certificate of Protection.
(ii) the address of the property to which the tenancy relates;	Provided within this Certificate of Protection.
(iii) the name, address, telephone number, and any e-mail address or fax number of the landlord;	Provided within this Certificate of Protection.
(iv) the name, address, telephone number, and any e-mail 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;	The name and address of the tenant are provided within this Certificate of Protection but the telephone number, and any e-mail address or fax number of the tenant are recorded only in the my deposits system data base.
(v) the name, address, telephone number and any e-mail address or fax number of any relevant person;	Provided within this Certificate of Protection when applicable.
(vi) the circumstances when all or part of the deposit may be retained by the landlord, by reference to the terms of the tenancy;	* my deposits cannot assist here - this should be explained within the AST that you have signed.
(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;	* my deposits cannot assist here - only the Landlord/Agent can sign to confirm this.
(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.	* my deposits cannot assist here - you should check the details of your deposit recorded hereon and only sign if they are correct. If any information about your deposit recorded on this certificate is incorrect you should contact your Landlord/Agent.

\* Please note that my|deposits is unable to fulfil the requirements in paragraphs (g) (vi) and (vii) above on behalf of your Landlord/Agent and these requirements will have to be satisfied by them personally as explained above.