



**PINNACLE**<sup>®</sup>  
Letting & Estate Agents

**Cardiff/Newport:** 3–5 Fanny Street, Cathays, Cardiff, CF24 4EG  
**Pontypridd:** 49 Mill Street, Pontypridd, CF37 2SN  
**Cardiff:** 02920 640200 cardiff@pinnacle-group.com  
**Pontypridd:** 01443 402400 pontypridd@pinnacle-group.com  
**Newport:** 01633 223300 newport@pinnacle-group.com

## Reporting Maintenance

This property is **not** managed by Pinnacle. To report maintenance, emergencies and requests regarding your property please contact:

<b>Your Landlord</b>	[[Landlord.Name]]
<b>Telephone</b>	[[Landlord.Mobile]]
<b>Mobile</b>	[[Landlord.Email]]

We recommend you save these numbers to your mobile phone.



enquiries@pinnacle-group.com  
www.pinnacle-group.com  
Registered in England & Wales  
Company Reg 3355056  
VAT No 752 9998 64



<b>Date:</b>	Day	Month	Year
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<b>Property:</b>	[[PropertyAddress]]
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We the undersigned have fully read and understood the terms and conditions laid out in the 'Assured Shorthold Tenancy' agreement we are about to sign.

We have had time to seek independent legal advice and ask Pinnacle Letting & Estate Agents employees about anything to which we are unsure.

We understand that the document we are about to sign is legally binding and breach of any terms or conditions could lead to court action. We fully understand that this is a fixed term 'Assured Shorthold Tenancy' agreement and that rent is payable for the full term even if I choose not to live in the Property. We understand that we cannot give notice to cancel this 'Assured Shorthold Tenancy' agreement.

We can confirm that we may wish to install a telephone line and/or broadband and/or cable connection to the property when we move in and understand that you may need to make a request to the landlord for the authorisation of the installation (delete paragraph if not required).

We understand that utility suppliers may contact us directly to arrange connection and the setting up of accounts & agree to our contact details being passed on to a third party.

**SIGNED** by the Landlord or an authorised person of Pinnacle Letting & Estate Agents as agent for the Landlord.

<b>Agent or Landlord Sign Here:</b>		<b>Date :</b>	
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<b>Tenant Sign Here:</b>	[[TenantSign.Name] ]	<b>Date :</b>	
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<b>For letting residential dwelling house at:</b>	[[PropertyAddress]]
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**1.0 Tenancy Reference: [[TenancyRef]]**

THIS AGREEMENT is made on the date specified below BETWEEN the Landlord and the Tenant. It is intended that the tenancy created by this Agreement is an assured shorthold tenancy within the meaning of the Housing Act 1988, as amended by the Housing Act 1996.

<b>Date of signing:</b>	Day	Month	Year
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<b>Landlord (inc. address):</b>	[[Landlord.Name]]; [[Landlord.Address.Address1]] [[Landlord.Address.Address2]] [[Landlord.Address.Address3]] [[Landlord.Address.Address4]] [[Landlord.Address.Postcode]]
<b>Telephone Number:</b>	[[Landlord.Mobile]]

**Note:** Any notice under Section 48 of the Landlord and Tenant Act 1987 can be served on the Landlord at the address above.

<b>Tenant:</b>	[[Tenant.Name]]; [[Tenant.NoKAddress.Address1]] [[Tenant.NoKAddress.Address2]] [[Tenant.NoKAddress.Address3]] [[Tenant.NoKAddress.Address4]] [[Tenant.NoKAddress.Postcode]]
<small><b>Note:</b> If two or more persons are named above, then their obligations to the Landlord shall be joint and several.</small>	
<b>Property:</b>	[[PropertyAddress]]
<b>Contents:</b>	The fixtures and fittings at the Property together with any furniture, carpets, curtains and other effects listed in the Inventory.
<b>Term:</b>	For the term of [[TermMonths]] months, commencing on [[StartDate]]
<b>Rent:</b>	£[[AdvertisedRent]]
<b>Payment:</b>	Payment is required by Standing Order in advance on the first working day of each rental period.
<b>Deposit:</b>	A deposit of [[Deposit]] to be protected by the <i>Deposit Protection Service</i> (DPS).



1.0	The Landlord agrees to let and the Tenant agrees to take the Property and Contents for the Term at the Rent payable above.
2.0	The Tenant pays the Deposit as security for the performance of the Tenant's obligations and to compensate the Landlord for any breach of those obligations.
3.0	<b>The Tenant agrees with the Landlord:</b>
3.1	To pay the rent on the days and in the manner specified in this Agreement.
3.2	<p>To pay for the following permitted default payments, if/ when applicable:</p> <p><b>3.2.1 Missed appointments</b> – if a landlord has arranged for a contractor to visit the property to carry out remedial work and the tenant refuses entry or is not there to grant access then any charges levelled at the landlord from the contractor will be passed to the tenant/s and charged at £60 including VAT.</p> <p><b>3.2.2 Avoidable or purposeful damage</b> – Damage to the property caused by neglect, careless or wilful behaviour will be a breach of tenancy and will be charged to the tenant at cost of damaged caused.</p> <p><b>3.2.3 Replacement keys / Lockout</b> – the cost of cutting new keys will be charged to the tenant/s if you are at fault and have lost them or if a locksmith must be called charged at £2.50 per key if a standard key or this could be up to £35 for a specialist key i.e. a master key plus any callout charges incurred for the locksmith to attend if required. If the tenant is locked out of the property due to misplacing, forgetting or losing keys or any other reason that is the tenants fault then the tenant may be charged the cost of a new lock (if necessary) and/or the callout charge of a contractor to attend.</p> <p><b>3.2.4 Emergency/ out of hours call-out fees</b> – Tenants will be charged for any out of hours service needed as a result of tenant actions, such as an emergency glazer, plumber or locksmith if the tenant caused the property issue /repair in the first place. Tenants will not be charged for other out of hours services if they have not caused the issue. These charges are dependent on the severity of the damages and can vary from contractor to contractor. You will be notified of any charges incurred to you as a result of damages before a contractor is booked so you can review the cost and decide if the repair can wait for a contractor to attend in hours.</p> <p><b>3.2.5 Tenancy Surrender Charge-</b> If a whole tenancy wishes to surrender the tenancy before the end of the fixed term and this is agreed in writing with tenants and landlord then the tenant will be liable for the landlords re-letting fee as outlined on landlord fee cards in our office and any rent due up until a new tenancy is signed, to a maximum of the rent due until the end of the fixed term.</p> <p><b>3.2.6 Rent Arrears Charges</b> – There is no charge for the first 7 days that the tenant is in arrears. However, after the end of the period of seven days from due, 3% above Bank of England base rate may be charged.</p>
3.3	<p>To pay for the following services consumed on or supplied to the Property during the Term:</p> <p>[[TenantServicesLine.Name]]</p> <p>and not to do anything that may cause the disconnection of these services, and to pay the cost of any reconnection fees in this event. The Tenants information will be passed onto local authorities, utility, setting up accounts and broadband companies and future Tenants for the purpose of confirming payment of services consumed. The tenants understand that administration costs will be due if services are put into the name of the Landlord or the Landlord agents or are disconnected.</p>



3.4	Not to do damage or injure the Property or make any alteration in or addition to them including decorating or fixing items to walls without the prior written consent of the Landlord.
3.5	To deliver up the Property at the end of the Term in the same good and clean state of repair and condition as it was at the beginning of the Term and make good or pay for the repair of or replace all such items of the Contents as shall be broken, lost, damaged or destroyed during the tenancy (fair wear and tear and damage by accidental fire excepted).
3.6	To keep the Property in a clean and tidy condition and complete repair during the Term including communal areas, windows, gardens and not allow mail to collect in the hallway.
3.7	To keep the Property heated adequately in order to avoid damage by freezing conditions and to keep the property sufficiently aired to avoid damage by condensation or similar.
3.8	To leave the Contents at the end of the tenancy in the same places in which they were positioned at the commencement of the tenancy according to the Inventory.
3.9	Not to assign sublet or otherwise part with possession of the whole or part of the Property.
3.10	To use the Property as a single private dwelling and not to use it or any part of it for any other purpose including any illegal or immoral purposes.
3.11	Not to do or permit or suffer to be done in or on the Property anything which may be a nuisance or annoyance to the Landlord or the tenants or occupiers of any adjoining property or which may void any insurance of the Property or cause the premiums to increase.
3.12	To permit the Landlord or the Landlord's agents upon reasonable notice (24 hours) at reasonable hours (save in an emergency) to enter the Property to view the state and condition or carry out works of maintenance or repair.
3.13	To permit the Landlord or the Landlord's agents upon reasonable notice (24 hours) at reasonable hours to enter the Property with prospective tenants, purchasers, surveyors or local authority officers, and to take photos for marketing purposes.
3.14	Not to keep any animals or birds on the Property without the Landlord's written consent.
3.15	Not to alter or change or install any locks in or about the Property without the prior written consent of the Landlord and to inform the Landlord of any alteration is made to the code of any burglar or fire alarm.
3.16	To fasten all locks to all doors and windows and activate any burglar alarm whenever the Property is left unattended.
3.17	To forward any mail or official notice addressed to the Landlord or his agent within 7 days.
3.18	To notify the Landlord if the Tenant intends to leave the Property vacant for a period in excess of 28 consecutive days.
3.19	To give the Landlord, on or after the fixed term, at least one calendar month's written notice in line with the rental due date and should expire the day before the next rental payment is due. To avoid confusion, one month's notice cannot be given within the fixed term of this Tenancy Agreement.  Should the Tenant provide less than one month's notice the Landlord reserves the right to charge the full rent for the notice period.



3.20	<p>To give the Landlord at least one month's notice in writing once the Tenancy has ended and continued as a periodic tenancy. To avoid confusion, one month's notice cannot be given within the fixed term of this Tenancy Agreement.</p> <p>Should the Tenant provide less than one month's notice the Landlord reserves the right to charge the full rent for the notice period.</p>
3.21	The initial fixed term tenancy may be renewed or extended by the preparation of a brand-new agreement, signed by both landlord (or his agent) and tenant(s).
3.22	To return all keys for the Property to the Landlord or his agent on the last day of the tenancy and to provide forwarding addresses for all vacating tenants.
3.23	To provide in writing or by email details of any changes in contact details including email address and mobile phone numbers within 10 days of the change.
3.24	To hold, maintain for the Term and provide the Landlord or his Agent on request, a copy of insurance that the Landlord or his Agent considers adequate to protect any accidental damage caused by the Tenant to the furniture, fixtures and fittings at the Property as described in the inventory.
3.25	To submit in writing details of any disagreement with the Landlords decision on deductions from the Deposit. The Tenant should detail the issue in question, provide additional information that validates the dispute and propose a resolution.
3.26	To place refuse on the street for collection on the prescribed collection day and ensure that the area used to store refuse is maintained in a clean and tidy condition.
3.27	To be responsible from the first day of term for ensuring that any appliances using gas, electricity or water are set according to the Tenants preferences.
3.28	To keep all electrical appliances and apparatus in good working order and to pay for the repair or replacement of any such item which has been misused or damaged during the term.
3.29	To perform and observe any obligation on the part of the Tenant arising under the Local Government Finance Act 1992 or regulations to pay Council Tax or any like tax from time to time in force and indemnify the Landlord against any such obligation which the Landlord may incur during the tenancy including any council tax due by reason of the Tenant's ceasing to be resident in the Property.
3.30	Within seven days of the receipt by the Tenant of any notice given under the Party Wall Act 1996 or any similar acts to give a copy to the Landlord or his agent and not to take any steps regarding the acts unless required so to do by the Landlord or his agent.
3.31	To not keep bicycles inside the Property.
3.32	To not light or use any candles, joss sticks or similar in the Property.
<b>4.0</b>	<b>The Landlord agrees with the Tenant as follows:</b>
4.1	To pay for all assessments and outgoings in respect of the Property (other than those mentioned in 3.6 above) and keep in repair the structure and exterior of the Property and to keep in good repair and proper working order the installations for the supply of water, gas and electricity and the installation in the Property for space heating or heating water as required by Section 11 of the Landlord and Tenant Act 1985.



4.2	That the Tenant paying the Rent and performing the agreements on the part of the Tenant may quietly possess and enjoy the Property during the Term without any unlawful interruption from the Landlord or his agent.
4.3	To pay for the following services consumed on or supplied to the Property during the Term:  [[LandlordServicesLine.Name]]
<b>5.0</b>	<b>The Landlord and the Tenant agree:</b>
5.1	Notice is hereby given that possession might be recovered under Ground 1, Schedule 2 of the Housing Act 1988 if applicable. That is, that the Landlord used to live in the property as his or her main home or intends to occupy the Property as his or her only or main home.
5.2	The tenancy may be brought to an end if the mortgagee requires possession on default of the borrower under Ground 2, Schedule 2, of the Housing Act 1988.
5.3	Any notice served by the Landlord on the Tenant shall be sufficiently served if sent by standard first or second-class post to the Tenant at the Property or the last known address of the Tenant or left at the Property addressed to the Tenant.
5.4	The Landlord may re-enter the Property and immediately thereupon the tenancy shall absolutely determine without prejudice to the other rights and remedies of the Landlord if the Tenant has not complied with any obligations in this Agreement or should the Rent be in arrears by more than fourteen days (whether legally demanded or not).
<b>6.0</b>	<b>Special Conditions</b>
6.1	No smoking in the property.  [[SpecialConditionList.Name]]

**SIGNED** by the Landlord or an authorised person of Pinnacle Letting & Estate Agents as agent for the Landlord.

<b>Agent or Landlord Sign Here:</b>		<b>Date :</b>	
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<b>Tenant Sign Here:</b>	[[TenantSign.Name] ]	<b>Date :</b>	
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**Newport:** 01633 223300 [newport@pinnacle-group.com](mailto:newport@pinnacle-group.com)

## Your Deposit and Prescribed Information



ALMA



[enquiries@pinnacle-group.com](mailto:enquiries@pinnacle-group.com)  
[www.pinnacle-group.com](http://www.pinnacle-group.com)  
Registered in England & Wales  
Company Reg 3355056  
VAT No 752 9998 64



For letting residential dwelling house at:	[[PropertyAddress]]
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<b>Landlord</b>	
<b>Name:</b>	[[DisplayLandlordsInline]]
<b>Landlord Agent</b>	
<b>Address:</b>	Pinnacle Letting & Estate Agents, 3-5 Fanny Street, Cathays, Cardiff, CF24 4EG
<b>Telephone Number:</b>	029 2064 0200
<b>Email:</b>	cardiff@pinnacle-group.com
<b>Fax:</b>	Fax: 0870 7625399
<b>Tenant(s)</b>	
[[TenantNamesLine]]	
<b>Deposit Protection Service</b>	
<b>Deposit:</b>	[[Deposit]]
<b>Circumstances when all or any part of the deposit may be retained:</b> Refer to Clause(s) of Tenancy Agreement.	
<b>PRESCRIBED INFORMATION RELATING TO TENANCY DEPOSITS*</b>	
* In accordance with The Housing (Tenancy Deposits) (Prescribed Information) Order 2007.	
<b>1.0</b>	<p>The name, address and contact details of the Scheme Administrator of the Tenancy Deposit Scheme that is safeguarding your tenancy deposit being:</p> <p><b>The Deposit Protection Service (The DPS)</b>          The Pavilions, Bridgwater Road, Bristol, BS99 6AA  <b>Phone:</b> 0844 4727 000</p> <p><b>Online: Enquiry Forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at <a href="http://www.depositprotection.com">www.depositprotection.com</a></b></p>
<b>2.0</b>	<p><i>Information contained in a leaflet supplied by the Scheme Administrator to the Landlord explaining the operation of the provisions contained in the statutory scheme.</i></p> <p>See attached Terms and Conditions.</p>
<b>3.0</b>	<p><i>Information on the procedures applying for the release of the deposit at the end of the tenancy.</i></p> <p>See attached Terms and Conditions.</p>
<b>4.0</b>	<p><i>Procedures that apply under the Scheme where either the Landlord or the Tenant is not contactable at the end of the tenancy.</i></p> <p>See attached Terms and Conditions.</p>



5.0	<p><i>Procedures that apply under the Scheme where the Landlord and the Tenant dispute the amount to be repaid to you in respect of the deposit.</i></p> <p>See attached Terms and Conditions.</p>
6.0	<p><i>The facilities available under the Scheme for enabling a dispute relating to the deposit to be resolved without recourse to litigation.</i></p> <p>There is an alternative Dispute Resolution Scheme available enabling an independent adjudicator to decide on any dispute.</p> <p>See attached Terms and Conditions.</p>

## 7.0 Notes

1. **A copy of the Deposit Protection Service Terms and Conditions must be attached to this document. It is available to download from <http://www.depositprotection.com/documents/terms-and-conditions-custodial.pdf>**
2. The tenant(s) and relevant persons (if any) agree that the lead tenant has been nominated by all the joint tenants and any relevant persons and that the responsibilities of the lead tenant are fully understood by all tenants. The responsibilities are detailed in Section 8 of the attached Terms and Conditions.
3. It is the tenant's or lead tenant's (where relevant) responsibility to register their contact address with The DPS and to ensure that address is updated at the end of the tenancy.

The Landlord confirms that the information provided to the Agent and the Tenant is accurate to the best of his knowledge and belief.

The Tenant has been given the opportunity to examine this information and to confirm by signing this document that the information is accurate to the best of the Landlord's knowledge and belief.

The Tenant confirms by signing this document that the Landlord confirms that the information contained is accurate to the best of the Landlord's knowledge and belief.



## 8.0 The Deposit Protection Service Terms and Conditions

### The Deposit Protection Service Custodial Terms and Conditions 2018

In order to use our Custodial scheme, you will need to read and accept these terms and conditions (the "Terms and Conditions").

Please see below some definitions and explanations of the terms we use frequently throughout this document.

#### 1. Definitions and Explanations of commonly used terms

##### **Adjudication**

This is an evidence-based decision making process which results in a Decision about how a Dispute should be resolved.

##### **Adjudicator**

This is a qualified expert appointed by us to independently and impartially consider a Dispute and provide a Decision.

##### **Assured Shorthold Tenancy**

This is a tenancy defined as an Assured Shorthold Tenancy under the Housing Act 1998.

##### **Calendar Day**

A Calendar Day is any day of the week.

##### **Custodial Scheme (or Scheme)**

A Custodial Scheme is a scheme for the protection of residential tenancy deposits. Custodial Schemes were established in England and Wales under the Housing Act 2004. They are open to any person or organisation taking Deposits for a residential Tenancy. Under our Custodial Scheme, when a Landlord, Letting Agent or Organisation receives a Deposit from a Tenant, they pass the money to us for safekeeping.

##### **Customer Service Centre**

This is our telephone contact centre. You can contact the Customer Service Centre on 0330 303 0033 between 8am and 6.30pm on Working Days. Our Customer Service Centre closes on bank holidays in England and Wales. Please check the homepage of our website for details.

##### **Decision**

This is the evidence-based decision of an Adjudicator made in relation to a Dispute in accordance with these Terms and Conditions.

##### **Deposit**

This is the money a Tenant gives to their Landlord under the Tenancy Agreement, who then pays it to us for safe keeping. The Deposit is used as security against breach of the Tenant's obligations under the Tenancy Agreement, for example failure to keep the Property in good repair and failure to pay the rent.

##### **Deposit ID**

This is the unique identifying reference number allocated to a Deposit following the successful submission of the Deposit to us.

##### **Dispute**

If at the end of a Tenancy, the Landlord and the Tenant cannot agree on how much of the Deposit should be given to each Party, this is a Dispute.

**Dispute Resolution Service**

Our Dispute Resolution Service is an independent service we provide to resolve Disputes and is a free alternative to going to court. If you use our Dispute Resolution Service, we will collate and summarise evidence provided by each person involved in the Dispute and one of our Adjudicators will review the evidence and make a Decision on how much of the Deposit should go to each Party.

**Form(s)**

These are all paper forms you must submit to us in order to use the Scheme and include the Cheque Deposit Submission Form, the Deposit Return Request Form (Tenants) or Deposit Repayment Request Form (Landlords), the Statutory Declaration and the Statutory Declaration Notice.

**Initial Requirements**

The Initial Requirements are those actions the Landlord has to complete within 30 days of receipt of a Deposit under the Housing Act 2004. They are:

- to protect the Deposit in a government-authorized scheme like ours; and
- to give the Tenant a copy of the Prescribed Information.

**Joint Tenancy**

This is where more than one Tenant has entered into a Tenancy Agreement with a Landlord.

**Joint Tenants**

The Tenants in a Joint Tenancy.

**Landlord**

This means a Landlord of a Tenancy. For the purposes of these Terms and Conditions, the term Landlord includes a Letting Agent or Organisation, where applicable.

**Landlord ID**

This is the unique identifying reference number we give to the Landlord when they register with us.

**Letting Agent**

This is the letting agent who lets or manages a property on the Landlord's behalf.

**Nominated Tenant**

If there is only one Tenant in a property, that Tenant will also be the Nominated Tenant. Alternatively, if there is a Joint Tenancy, the Nominated Tenant is the person who confirms to us that they will act on behalf of all Joint Tenants in any dealings with us, the Landlord or Letting Agent or Organisation. If a Relevant Person has contributed to the Deposit, the Nominated Tenant also acts on their behalf.

**Organisation**

An Organisation is a company who lets or manages a property on the Landlord's behalf or on its own account including Housing Associations, the N.H.S. and student property associations.

**Parties**

Means the Landlord and Tenant(s). A "Party" means one or the other.

**Prescribed Information**

This is the information which must be provided by the Landlord to the Tenant in accordance with the Housing (Tenancy Deposits) Prescribed Information Order 2007.

**Property**

This is a property which is the subject of a Tenancy for which a Deposit is protected.

**Relevant Person**

This is someone who has paid a Deposit to a Landlord on behalf of a Tenant, and who is a 'relevant person' as described in Sections 212 to 215 of the Housing Act 2004.

**Sole Tenancy**

This is where there is only one Tenant in a Tenancy.

**SMS**

Means short message service otherwise known as text messaging service.

**Statutory Declaration**

This is a Form completed by either the Landlord or the Tenant when they are claiming repayment of all or part of the Deposit when the other Party is uncontactable or not responding to correspondence.

**Statutory Declaration Notice**

This is a notice we send to confirm we have received a Statutory Declaration and to require additional information from the receiving Party.

**Statutory Declaration Process**

This is a process which may be used by a Party to claim the repayment of all or part of the Deposit when the other Party is uncontactable or not responding to correspondence as further detailed in section 19.

**Tenancy**

This is an Assured Shorthold Tenancy of a Property under which a Deposit is protected with us or another type of tenancy under which we at our sole discretion agree to protect a Deposit on these Terms and Conditions as if the Deposit related to an Assured Shorthold Tenancy.

**Tenancy Agreement**

This is the written agreement between the Landlord and Tenant relating to the Tenancy of the Property.

**Tenant**

This is the Tenant of a Tenancy.

**The Ministry of Housing, Communities and Local Government ('MHCLG')**

This is the government Ministry that has authorised us to provide this service.

**The Deposit Protection Service ('The DPS')**

The DPS is a trade name of Computershare Investor Services PLC, a company registered in England and Wales with company number 3498808. Its registered office is The Pavilions, Bridgwater Road, Bristol BS13 8AE. Throughout this document, we also refer to The DPS as 'we' or 'us'.

**Transfer**

A Transfer can be:

- i. the transfer of a Tenancy from the existing Landlord to a new Landlord;
- ii. the transfer of a Tenancy from the existing Tenant to a new Tenant; or
- iii. in the case of a Joint Tenancy, a change in the identity of one or more of the Joint Tenants (Tenant Transfer).

**Working Day**

Working Days are days on which our offices are open for business. These are every Monday to Friday, excluding bank holidays in England and Wales. We keep our website – [www.depositprotection.com](http://www.depositprotection.com) – up-to-date with our opening times. In these Terms and Conditions the use of the words and phrases "other", "including" and "in particular" shall not restrict a general or wide interpretation of any words preceding



them where a wider interpretation is possible. Except where the context otherwise requires, words using the singular shall include the plural and vice versa.

## **2. Information about the Scheme for you**

- a. These are our Terms and Conditions which govern how we provide the Scheme. From time to time we may change these Terms and Conditions. Please see section 34(g) for how such changes will be notified to you.
- b. The ways you can contact us are set out in section 4 "Ways to Contact us".
- c. Our Scheme is free to use except in the circumstances set out in section 25 "Costs".
- d. We limit and exclude our liability to you in certain circumstances in these Terms and Conditions please see subsections 23(j), (k) and (l) "The Adjudication" and section 28 "Liability" for more details.
- e. We are entitled to reject a Dispute from our Dispute Resolution Service or make a payment of the Deposit to the other Party where one Party does not comply with these Terms and Conditions, please see subsections 20(j) and 21(a) for more details.
- f. Subject to these Terms and Conditions the Landlord and Tenant are free to agree to leave the Scheme at any time without penalty.

## **3. How our Custodial Scheme works**

Our Custodial Scheme is free to use (with some exceptions, explained later in these Terms and Conditions) and is open to all Landlords. Below is an overview of how it works.

- a. After taking a Deposit from a Tenant, the Landlord must protect the Deposit within 30 Calendar Days of receiving it in order to avoid the consequences set out in the Housing Act 2004. We will accept Deposits submitted after 30 Calendar Days.
- b. Once we have protected a Deposit, we will send confirmation to the Landlord, the Tenant and any Relevant Person (see section 12 for details about what we send). The Landlord must also give the Prescribed Information to the Tenant. Landlords can print a Prescribed Information form which is pre-populated with the information they have entered into the Landlord's online account at [www.depositprotection.com](http://www.depositprotection.com). The Landlord will need to provide additional information to complete the Prescribed Information.
- c. At the end of the Tenancy, the Landlord and Tenant should try to agree how much of the Deposit should be paid to the Landlord, Tenant or the Relevant Person (if there is one). If the Parties can agree, the Landlord and Tenant must confirm the following on their repayment Forms or online submissions:
  - i. the amount of the Deposit that should be repaid to the Landlord with reasons; and
  - ii. the amount of the Deposit that should be repaid to the Tenant with reasons.
- d. If the Landlord and the Tenant agree, we will pay out the amount the Landlord and Tenant agree should be repaid to each of them as detailed on the repayment Form or online submission.
- e. If there is a Dispute regarding the repayment of part or all of the Deposit, it will be referred to our Dispute Resolution Service, unless we are instructed otherwise in writing.
- f. If one Party instructs us that they do not wish to use the Dispute Resolution Service, the Deposit will be suspended until we are notified that both Parties do wish to use the Dispute Resolution Service, or we are informed that the Parties have reached agreement as to distribution of the Deposit, or we are presented with a court order relating to repayment of the Deposit in accordance with section 24.
- g. The Landlord or Tenant may follow the Statutory Declaration Process if they have no current address for the other Party or if the other Party fails to respond to a written notice from the claiming Party claiming some or all of the Deposit within 14 Calendar Days of the date of the notice.

## **4. Ways to contact us**

### **a. The Online Service**

- i. Landlords can register online and anyone using our Service can complete submissions online by visiting [www.depositprotection.com](http://www.depositprotection.com).
- ii. Parties can also communicate with us by completing an online enquiry form available through the



Frequently Asked Questions section of our website at [www.depositprotection.com](http://www.depositprotection.com).

iii. If a Dispute is being dealt with by the Dispute Resolution Service, we can be contacted at [disputes@depositprotection.com](mailto:disputes@depositprotection.com).

iv. Except in the circumstances outlined in section 30 of these Terms and Conditions, our online service will be available 24 hours per day.

#### **b. Customer Service Centre**

The Customer Service Centre is available to:

i. help Landlords, Letting Agents and Tenants to use the Scheme;

ii. process requests for Forms;

iii. manage new registrations of Landlords and Letting Agents; and

iv. process requests for repayment and responses. We ask callers a series of questions in order to identify them. If callers cannot give satisfactory answers to the questions asked, we will not be able to help.

#### **c. Paper Based Service**

i. If you cannot access our online service you can request a Form, either by phone or in writing. All letters and completed Forms should be sent to the address at section 36 of these Terms and Conditions.

ii. Any Forms requested will be pre-printed with as much relevant information about the transaction as we have and we will mail them to the address of the requesting Party. We cannot accept photocopied or altered Forms.

### **5. How to create an account**

#### **I. Landlords**

a. When a Landlord creates an account with us, all information provided must be up-to-date and correct.

b. Landlords (but not Letting Agents or Organisations) must provide the following mandatory pieces of information to create an account:

i. the Landlord's first name, surname and title;

ii. the Landlord's contact address including the town, country and postcode;

iii. at least one valid UK contact telephone number for the Landlord (including UK mobile phone numbers); and

iv. a valid email address for the Landlord (if creating an account online).

c. Letting Agents and Organisations must provide the following mandatory pieces of information:

i. the full name and title of the Letting Agent or Organisation's primary contact;

ii. the full name or company name of the Letting Agent or Organisation;

iii. the contact address of the Letting Agent or Organisation;

iv. at least one contact telephone number for the Letting Agent or Organisation; and

v. a valid email address for the Letting Agent.

d. A Landlord can create an account online at [www.depositprotection.com](http://www.depositprotection.com) or by calling 0330 303 0033.

e. When Landlords submit their first Deposit through the Custodial Scheme they must confirm that they have read and agree to be bound by these Terms and Conditions including the Privacy Policy at section 32.

Each time the Terms and Conditions are updated Landlords must accept the new Terms and Conditions to continue using the service. If Landlords do not accept the new Terms and Conditions they will not be able to continue using the online service.

f. Landlords must supply a valid email address and select a password to use the online service. Landlords must keep this password secure at all times and it should not be disclosed to anyone.

g. Landlords will receive an email containing a link to activate their account. The Landlord must click the link in the email and log in within 48 hours of the issue of the link. After 48 hours the link will expire and the Landlord will need to request a new activation link.

h. If Landlords forget their password they can ask us to reset it. We will send an email to their registered email address with a new activation link which will be valid for 48 hours.



- i. Once the Landlord's account has been activated, the Landlord will be provided with their account reference through the online service.
  - j. Landlords must enter their registered email address and password for the following:
    - i. to log into their online account;
    - ii. to access all the information we store that relates to them;
    - iii. to update any such data;
    - iv. to pay a new Deposit to us;
    - v. to perform any actions during a Tenancy;
    - vi. to manage their Deposits; and
    - vii. to instigate the Deposit repayment process.
  - k. All Landlords who create an account through the Customer Service Centre will be provided with a confirmation in writing of:
    - i. their unique Landlord ID. This will also be provided over the telephone; and
    - ii. The website address at which they can view the Terms and Conditions online, which will be sent within 3 Working Days of registration. On receipt of this confirmation Landlords will be deemed to have accepted these Terms and Conditions unless we are notified otherwise in writing. If a Landlord does not accept the Terms and Conditions they must not use the service. If a Landlord continues to use the service after notifying us that they do not accept the terms and conditions they will be deemed to have accepted the Terms and Conditions.
  - l. Landlords can select other people to have administrative rights to their account, to give instructions on the Landlord's behalf. To do this, the Landlord must create an administrator account for the selected person. The Landlord can choose one of two levels of access for the person they are adding:
    - i. **Senior Tenancy Administrators:** who can complete all actions on the account except creating new accounts; or
    - ii. **Tenancy Administrators:** who can complete all actions except repaying or transferring any Deposits and creating new accounts. The Landlord retains the role of Account Administrator and has full access to edit any allowed aspect of their account or tenancies.
- ## II. Tenants
- a. The Tenant will receive an email containing a link to activate their account. The Tenant must click the link in the email and log in within 48 hours of the issue of the link. After 48 hours, the link will expire and the Tenant will need to request a new activation link.
  - b. The Tenant must select a password to use the online service. The Tenant must keep this password secure at all times and should not disclose it to anyone.
  - c. If Tenants forget their password they can ask us to reset it. We will send an email to their registered email address with a new activation link which will be valid for 48 hours.
  - d. When Tenants first log into their account they must confirm that they have read and acknowledged the Terms and Conditions including the Data Protection Notice and Privacy Policy at section 32. Each time the Terms and Conditions are updated Tenants will be invited to read and acknowledge the new Terms and Conditions. If Tenants do not read and acknowledge the new Terms and Conditions they will not be able to continue to use the online service and we will not be able to take instructions from them.
  - e. Tenants must enter their registered email address and password for the following:
    - i. to log in to their online account;
    - ii. to access all the information we store that relates to them;
    - iii. to update any such data; and
    - iv. to instigate the Deposit repayment process.



## 6. Adding a Property

Landlords can add a Property or multiple Properties in their online account before submitting any Deposits to us.

## 7. Creating a Tenancy

- a. Landlords can create a Tenancy in their online account before submitting any Deposits.
- b. To create a Tenancy, a Landlord must provide a name together with a contact mobile telephone number or email address for any Tenants and an email address for any Relevant Person.
- c. Once a Tenancy has been created an email will be sent to all Tenants' registered email address(es) along with a link to activate their online account(s).

## 8. Joint Tenancies and Third Parties (Nominated Tenant)

- a. At the end of the Joint Tenancy one Tenant must liaise with us with regard to the return of the Deposit. That Tenant will be the Nominated Tenant, and will be responsible for representing the interests of all Joint Tenants (and any Relevant Person). The Nominated Tenant will act on behalf of all Joint Tenants specifically in connection with:
  - i. the Deposit repayment process;
  - ii. any Statutory Declaration;
  - iii. the provision of Tenant's evidence; or
  - iv. any other relevant Form or submission.
- b. It is the Nominated Tenant's responsibility to try and agree with the Landlord how the Deposit should be distributed at the end of the Joint Tenancy.
- c. The Nominated Tenant must submit repayment instructions on behalf of all of the Joint Tenants whether online, by phone or using the paper process.
- d. Instructions on behalf of Joint Tenants will only be accepted if the Tenant who gives the instruction confirms that they act on behalf of all Joint Tenants with regard to the repayment process. From then on instructions will only be accepted if they have been authenticated by the Nominated Tenant either by entering the Nominated Tenant's account information when using the online service, or by answering security questions when using the Customer Service Centre or their signature when using the paper process.
- e. The Landlord is responsible for managing the Tenants' (and Relevant Person's) relationship in a Joint Tenancy. The Landlord must:
  - i. complete the Deposit Submission Form;
  - ii. ensure that the responsibilities of the Joint Tenants are fully understood by all Joint Tenants, and any Relevant Person; and
  - iii. explain to the Joint Tenants that the Nominated Tenant process will come into effect at the repayment stage and that the Nominated Tenant will act on behalf of all Joint Tenants and any Relevant Person.
- f. The Joint Tenants must ensure that Joint Tenancy information is kept up-to-date.
- g. We are entitled to deal with and take instructions from the first Joint Tenant who comes to us with a valid instruction and confirms that they act on behalf of all Joint Tenants (the Nominated Tenant).
- h. If no Joint Tenant confirms that they act on behalf of all Joint Tenants we will not be able to process instructions for the Joint Tenants.

## 9. Initial Requirements

Sections 10 (Deposit Submission) and 11 (Payment Options) of these Terms and Conditions comprise the Initial Requirements for the purposes of the Housing Act 2004.

## 10. Deposit Submission

- a. After creating a Tenancy in their online account the Landlord can submit a Deposit for protection either online through their account at [www.depositprotection.com](http://www.depositprotection.com) or with a Cheque Deposit Submission Form sent



to us by post.

- b. It is the Landlord's responsibility to submit Deposits for protection within 30 Calendar Days of receipt from the Tenant.
- c. Landlords will not be able to submit a Deposit unless all mandatory information has been provided.
- d. Landlords can increase the amount of an existing Deposit at any time during the Tenancy.
- e. If Landlords create a Tenancy profile but do not submit a Deposit for protection within 60 Calendar Days, we will cancel the Tenancy profile and Landlords will need to create a new Tenancy profile before a Deposit can be submitted for that Tenancy. We will also inform the Tenant that the Deposit has not been protected with us.

### **11. Payment options**

- a. The Landlord must ensure that they pay the correct amount of Deposit to us.
- b. Deposits can be paid to us by bank transfer, debit card or cheque.

#### **I. Bank Transfers**

- a. Bank transfer payments can only be used for online custodial Deposit submissions and must be made using our 6 digit sort code and the Landlord's unique 8 digit account number which will be displayed when a Landlord opts to pay by Bank transfer in their online account. Landlords must add a reference number to the payment.
- b. Payments we receive can be allocated to custodial Deposits manually or automatically. Automatic allocation will only occur if the amount paid exactly matches a custodial Deposit awaiting payment and/or the reference number on the Landlord's bank transfer matches the reference specified by the Landlord. If for any reason we are unable to match a payment to a Deposit, then the funds will be credited to the Landlord's account for the Landlord to allocate manually.
- c. If manual allocation is required, the Landlord must log in to their online account and manually allocate the submitted funds to the relevant custodial Deposit. It is the Landlord's sole responsibility to manually allocate funds in order to ensure that the Deposit is protected.
- d. Bank Transfers are non-reversible. If you think that an over-payment has been made, then you must contact us on 0330 303 0033 or by completing an online enquiry form, available on [www.depositprotection.com](http://www.depositprotection.com). The Deposit Protection Service Custodial Terms and Conditions

#### **II. Debit card payments**

- a. Debit card payments can only be used for online custodial Deposit submissions.
- b. If a Landlord wishes to pay by debit card, they must select this option on the payment page following creation of the Deposit in the online system.
- c. We use Worldpay to process debit card payments.
- d. When a Landlord pays by debit card their details are sent to Worldpay in order to process payment.
- e. We do not store Debit Card details.
- f. Confirmation that a successful card transaction has taken place will be provided to the Landlord in real time.
- g. We will provide confirmation to the Landlord when the payment clears, by email within 5 Calendar Days of processing the debit card payment.

#### **III. Cheque payments**

- a. Cheque payments must be submitted to us by post with the Cheque Deposit Submission Form to the address in section 36 of these Terms and Conditions.
- b. The online service will generate the Cheque Deposit Submission Form when the Landlord selects the option to pay by cheque. The cheque for the full amount of the Deposit must be securely attached to the printed Cheque Deposit Submission Form.
- c. Cheque Deposit Submission Forms can be requested by telephone from our Customer Service Centre.
- d. All cheques must be made payable to The Deposit Protection Service, be dated within the past 3 months



of the date of processing, be signed by an authorised signatory of the account and be drawn in pounds Sterling on a UK bank account. Words and figures must match and be equal to the full amount of the Deposit as stated on the Cheque Deposit Submission Form. The reverse of the cheque should be marked with the Landlord's ID and the Deposit ID for the relevant Tenancy.

e. If the cheque does not meet all of the criteria above, we reserve the right to reject it and return it to the Landlord within 4 Working Days of receipt, identifying the reason for its rejection.

f. Accepted cheques will be banked within 1 Working Day of receipt. We will issue a confirmation that the Deposit has been protected within 5 Calendar Days of a cleared cheque.

g. In the event that cheques are returned unpaid, we reserve the right to charge a fee of £25.89 which the Landlord must pay. Until this fee is paid, we won't accept any Deposits from that Landlord for that Tenancy.

## **12. What happens after the Deposit has been protected?**

a. We will send an email confirming protection of the Deposit to:

- i. the Landlord's registered address or the Landlord's registered email address;
- ii. all Tenants' registered email addresses. We will also send a link to Tenants to activate their online account if they have not done so already. If we do not know the Tenants' email addresses, we will send confirmation by post to the Property. If we do not know the Tenants' email addresses and the Deposit has been paid more than 14 Calendar Days before the start date of the Tenancy, we will send confirmation to the Property in time for the Tenancy start date; and
- iii. the email address of any Relevant Person registered on the Deposit. We will also send the Relevant Person a certificate confirming protection of the Deposit.

b. Tenants will be able to use their email address and password to log in to the online service and view the Deposit, a certificate confirming protection of the Deposit, Tenancy details and other information we hold regarding the Tenancy.

c. If, at the end of a Tenancy's fixed term period, the Tenancy continues on a statutory periodic basis or a new fixed term period is agreed, we will continue to protect the Deposit and treat it as if it had been received in respect of the statutory periodic tenancy or new fixed term tenancy.

## **13. Making changes to your account**

a. Tenants can update their own contact details, at any time. This can be done on our website, on the phone, or in writing. Tenants must keep all forwarding addresses, and all other contact details up-to-date.

b. Landlords can change their own contact details, or notify us of a change of Landlord or request a change of Tenant. Landlords must ensure that all information we hold in relation to Tenancies, and Deposits for which they are responsible are up-to-date and factually correct.

### **I. Changing the Landlord of a Tenancy**

a. If the Landlord changes, the outgoing Landlord must effect a change of Landlord via their online account. We will not register a change of Landlord unless:

- i. the incoming Landlord has an account with us with a valid Landlord ID; and
- ii. the outgoing Landlord has the incoming Landlord's Landlord ID.

b. If we have had no contact from the outgoing Landlord and a Tenant tells us that the Landlord of the Tenancy has changed, we will inform the Tenant that the incoming Landlord should contact us with reasonable supporting evidence to confirm this.

c. If an incoming Landlord contacts us with reasonable supporting evidence which suggests that the Landlord of the Tenancy has changed, we will contact the outgoing Landlord to confirm this, giving them 7 Calendar Days to respond. If the outgoing Landlord does not call us at the Customer Service Centre on 0330 303 0033 within 7 Calendar Days, we will transfer the Tenancy to the incoming Landlord.

d. If the outgoing Landlord does call us within 7 Calendar Days, disputing that there has been a change in Landlord, we will not complete the transfer. In this instance the incoming and outgoing Landlords must agree



which one of them should be registered as Landlord with us, or the Deposit should be repaid in accordance with section 14 of these Terms and Conditions.

e. In the event of a change of Landlord, we will send confirmation and details of the change including the new Deposit ID to:

- iii. the outgoing Landlord, Letting Agent or Organisation as applicable;
- iv. the incoming Landlord, Letting Agent or Organisation as applicable; and
- v. all Tenants at the Property.

## **II. Changing Tenants in a Tenancy**

a. A change of Tenant process should only be used:

i. when a Tenant is leaving a Joint Tenancy and the Landlord has no claim against the Deposit for the Tenant leaving the Joint Tenancy:

ii. when a Tenant is leaving a Joint Tenancy and a new Tenant is being added to a Joint Tenancy and the Landlord has no claim against the Deposit for the Tenant leaving the Joint Tenancy;

iii. when a new Tenant is being added to a Joint Tenancy only; or

iv. when a Tenant is leaving a Sole Tenancy and being replaced by another Tenant and the Landlord has no claim against the Deposit for the Tenant leaving the Tenancy.

b. Landlords will be able to add or remove Tenants from a Tenancy via their online account.

c. When a Landlord adds a Tenant to a Tenancy via their online account this will happen immediately. We will send confirmation of that change by email to:

- i. the Landlord, Letting Agent or Organisation in respect of the Property;
- ii. the Tenants who will continue to reside in the Property;
- iii. any incoming Tenants; and
- iv. any outgoing Tenants.

d. When a Landlord seeks to remove either a Joint Tenant or a Sole Tenant from a Tenancy via their online account, we will email the affected Tenant to tell them. We will also tell the Tenant that if they do not want us to remove them from the Tenancy they must call us via the Customer Service Centre on 0330 303 0033 within 7 days of our email. We will not complete the Landlord's request if the Tenant contacts us within 7 days of our email informing us that they do not want us to remove them from the Tenancy. If the Tenant does not contact us, we will complete the removal as the Landlord has requested.

e. We will not repay any part of the Deposit to outgoing Tenants unless the repayment process is completed.

f. Where a Tenant is removed from a Joint Tenancy it is the remaining Tenants' responsibility to arrange any payments to an outgoing Tenant or Relevant Person.

## **III. Scheme Transfers**

a. If a Landlord wants to transfer a Deposit we are protecting to another Scheme, they can email their request to [support@depositprotection.com](mailto:support@depositprotection.com). They will need to send a list of all the Deposits they want to transfer. They also need to send us the details of the Scheme to which we should transfer the Deposits.

b. If we are satisfied that we have received all the required information, as soon as is reasonably practical, we will:

- i. transfer the relevant Deposit monies directly to the other Scheme;
- ii. send the other Scheme a list of all details of the Deposits we have transferred; and
- iii. close the relevant Deposits and Tenancies on the Landlord's online account.

c. We reserve the right to make further enquiries of any Landlord on receipt of a request to transfer Deposits to another Scheme.

## **14. Deposit repayment - General**

a. We will not release any part of the Deposit unless:

- i. all Parties have agreed to us doing so; or
- ii. there is an undisputed Statutory Declaration claim; or



- iii. there is a Decision from an Adjudicator; or
  - iv. we are passed a court order which refers specifically to the Deposit and/or the Scheme Administrator and the amount of the Deposit to be paid out; or
  - v. such release is permitted as a result of a failure by either Party to comply with our Dispute Resolution Service procedure.
- b. We will not repay the Deposit within 28 Calendar Days of it being protected. If you want to start the Deposit Repayment process before this time, please contact us, either online or by calling the Customer Service Centre.
- c. Landlords and Tenants must attempt to agree the fair distribution of the Deposit before entering the Dispute Resolution Service at the end of the Tenancy.
- d. If one Party claims all or part of a Deposit, we will notify the other Party by e-mail or post.
- e. Repayments can be either:
- i. wholly agreed (all Parties agree on who should receive the Deposit at end of the Tenancy and no disputed amount exists);
  - ii. partially agreed (the Parties agree on the repayment of part only of the Deposit and a Dispute exists in relation to the balance); or
  - iii. disputed (there is a Dispute as to how the entire Deposit should be repaid).
- f. Any agreed repayment amounts will be repaid within 5 Calendar Days of notification to us of both Parties' agreement in accordance with these Terms and Conditions.
- g. Repayment of all or part of the Deposit will be made either by:
- i. direct BACS transfer to the Landlord's and/or Tenant(s)' accounts;
  - ii. Sterling cheque; or
  - iii. a combination of the two methods in accordance with the Parties' direction.
- h. Cheques can be made payable to either the Landlord or Agent, the named Tenant(s) or a nominated third party, where authorised.
- i. Direct SWIFT payments can also be made to overseas bank accounts for a fee of £25.89.
- j. We will provide confirmation of the amount of the repayment paid to each Party to:
- i. the Landlord; and
  - ii. all the Tenants.
- k. Repayments will only be made on the satisfactory completion of additional checks, for example anti-money laundering.

## **15. Deposit Repayment - Requests**

Either Party can start the repayment process by completing one of the following steps:

- i. submitting a Deposit repayment request through an online account;
- ii. submitting a Deposit repayment request by telephone with the Customer Service Centre; or
- iii. submitting a Deposit Return Request Form (Tenants) or Deposit Repayment Request Form (Landlords) by post. These Forms can be requested by calling the Customer Service Centre).

## **16. Landlord Repayment Requests**

### **I. Whole Deposit returned to Tenants**

a. If you are a Landlord and you want to initiate full repayment of the Deposit to the Tenant you must:

- i. log into your online account; and
- ii. confirm that you wish to make a full repayment of the Deposit to the Tenant.

b. We will notify all Tenants of the Landlord's full repayment request.

c. If you are a Tenant responding to a Landlord's full repayment request you must:

- i. log into your online account;
- ii. confirm that you act on behalf of all Joint Tenants with respect to the Repayment Process in accordance



with section 8 if applicable;

iii. provide details of the repayment method including sort code, account number (and reference if applicable) or cheque payment you would like us to use for each Tenant or Relevant Person; and

iv. confirm your instructions for repayment.

d. We will repay the Deposit in accordance with the Nominated Tenant's direction within 5 Calendar Days of notification to us.

e. We will confirm repayment to all Parties in writing.

## **II. Landlord making Deductions from Deposit**

a. If you are a Landlord, and you wish to make deductions from the Deposit you must: The Deposit Protection Service Custodial Terms and Conditions

i. log into your account;

ii. tell us the amount of each deduction you wish to make from the Deposit, and the reason why you are making the claim. If you have multiple reasons for requesting deductions, you will need to list all of them; and

iii. give us details of the repayment method, bank sort code, account number (and reference if applicable) you would like us to use.

b. When we receive a repayment request from the Landlord with claims for deductions, we will email or write to the Tenants notifying them of a claim for deductions against the Deposit which they can view and respond to through their online account.

c. If you are a Tenant, responding to a Landlord repayment request with deductions you must:

i. log into your online account;

ii. confirm that you act on behalf of all Joint Tenants with respect to the Repayment Process in accordance with section 8 if applicable;

iii. agree or disagree with each claim for deductions made by the Landlord;

iv. confirm any amounts you agree to pay to the Landlord with regard to their deductions (if any);

v. if you do not agree to pay any sums from the Deposit to the Landlord you must enter £0 against the deduction claims and state your reasons;

vi. provide details of the repayment method, bank sort code, account number (and reference if applicable) or cheque payment you would like us to use for each Tenant or Relevant Person; and

vii. accept or reject the use of the Dispute Resolution Service to resolve any dispute; and

viii. agree to be bound by any Decision.

d. If any sums from the Deposit are not claimed for deduction by the Landlord they will be released to the Tenant, Nominated Tenant or Joint Tenants (as applicable) within 5 Working Days after confirmation of the repayment method has been made by the Nominated Tenant.

e. Once the Nominated Tenant has responded we will send a notification for the Landlord to review the Nominated Tenant's response and invite the Landlord to accept or reject the Nominated Tenant's response.

f. If the Nominated Tenant has agreed to any or all of the claims for deductions made by the Landlord we will pay the agreed sums to the Landlord in accordance with their direction within 5 Working Days of the Landlord confirming their acceptance of the Nominated Tenant's response.

g. If the Nominated Tenant has responded to our notification confirming that they do not agree with all or part of the claims for deductions made by the Landlord in the Landlord's repayment request, but does agree to the Dispute being referred to our Dispute Resolution Service it will be referred to our Dispute Resolution Service in accordance with the procedure set out in sections 20 to 23 of these Terms and Conditions provided that the Landlord also confirms that they agree to use our Dispute Resolution Service.

h. If the Nominated Tenant has responded to our notification confirming that they do not agree to use our Dispute Resolution Service, but the Landlord does, the Deposit will be placed on hold until either the Tenant



agrees to use our Dispute Resolution Service, or until the Parties reach agreement and communicate that agreement to us or until we receive a court order. Please see section 24 for more details.

### **17. Tenant's repayment request**

a. A Tenant can submit a Deposit return request. If you are a Tenant you must:

- i. log into your online account;
- ii. confirm that you act on behalf of all Joint Tenants with respect to the repayment process in accordance with section 8 (as applicable);
- iii. confirm the amount you believe is due to each Tenant and any Relevant Person;
- iv. confirm any deductions to be paid to the Landlord;
- v. provide any reasons for each deduction to be paid to the Landlord;
- vi. provide details of the repayment method, bank sort code, account number (and reference if applicable) you would like us to use for each Tenant or Relevant Person; and
- vii. accept or reject the use of the Dispute Resolution Service if necessary to resolve any Dispute and agree to be bound by any Decision.

b. Upon receipt of a Tenant's Deposit return request, we will notify the Landlord of the Deposit return request, by email or by post.

c. If you are the Landlord responding to a Tenant's Deposit return request you must:

- i. log into your online account; and
- ii. agree or disagree with the repayment claim made by the Nominated Tenant;
- iii. confirm the amount you believe is due to the Landlord with reasons;
- iv. provide details of the repayment method, bank sort code, account number (and reference if applicable) or cheque payment you would like us to use for payment; and
- v. accept or reject the use of the Dispute Resolution Service if necessary to resolve any Dispute and agree to be bound by any Decision.

d. If the Landlord:

- i. agrees with any or all of the repayment requests made by the Nominated Tenant the agreed sums will be paid out within 5 Working Days.
- ii. does not agree with the repayment request made by the Nominated Tenant, the Nominated Tenant's request will be rejected and the Landlord will need to make a repayment request of their own.

### **18. Repayment requests on paper or by the Customer Service Centre**

a. The Landlord can complete a Deposit Repayment Request Form in order to make deductions from a Deposit.

b. The Tenant can complete a Deposit Return Request Form in order to reclaim the whole or part of a Deposit.

c. On receipt of either form the DPS will invite the other Party to respond to the claim by way of a response Form.

d. If there is a Dispute, the Landlord and the Tenant must confirm a breakdown of the total amount in dispute and the Parties should confirm that:

- i. they each agree that the Dispute be referred to our Dispute Resolution Service in accordance with these Terms and Conditions; and
- ii. they will be bound by the Decision of the Adjudicator.

e. If a Party fails to provide us with any of the above information, we will reject the relevant Form and refer it back to the initiating Party for resolution.

f. Parties can also respond to claims by calling our Customer Service Centre.

### **19. The Statutory Declaration Process**

#### **I. When can it be used?**



- a. The Statutory Declaration Process is a method of repayment. It is used when:
  - i. the Landlord has no current address for the Tenant; or
  - ii. the Tenant fails to respond to the Landlord's written notice requiring that the Landlord be paid some or all of the Deposit within 14 Calendar Days of the Tenant's receipt of the Landlord's notice; or
  - iii. the Tenant has no current address for the Landlord; or
  - iv. the Landlord fails to respond to the Tenant's written notice requiring that the Tenant be paid some or all of the Deposit within 14 Calendar Days of Landlord's receipt of Tenant's notice.
- b. The following criteria must be met before the Statutory Declaration Process can be used:
  - i. at least 14 Calendar Days must have passed since the end of the Tenancy (i.e. the contractual end of the Tenancy or where notice has been given and has expired); and
  - ii. agreement has not been reached between the Landlord and Tenant about the Deposit repayment; and
  - iii. one of the relevant conditions set out in (a)(i) to (a)(iv) above have been met; and
  - iv. the claiming Party believes they should be repaid some or all of the Deposit; and
  - v. any amount claimed by the Landlord must be referable to:
    - a. an amount of unpaid rent or any other sum due under the terms of the Tenancy; or
    - b. a liability of the Tenant to the Landlord arising under or in connection with the Tenancy which relates to damage to the Property, or loss of or damage to property at the Property. Claims for damage caused by fair wear and tear will be rejected.

## **II. The Statutory Declaration Process**

- a. The Party who wishes to use the Statutory Declaration Process must provide us with a Statutory Declaration making a claim for all or part of the Deposit. This must be at least 14 Calendar Days after the Tenancy has ended.
- b. Parties can get a Statutory Declaration through their online account or by calling 0330 303 0033. If the Party requests a Statutory Declaration online it will be partially populated with the Tenancy details which we hold. This document can be modified by the Party and printed in order to be completed.
- c. The Statutory Declaration must be sworn or affirmed in the presence of a solicitor, a commissioner for oaths, or a magistrate.
- d. The Statutory Declaration must contain the following information:
  - i. the date on which the Tenancy ended;
  - ii. confirmation that the Parties have failed to reach agreement about repayment of the Deposit, with details of any communications between them since the end of the Tenancy;
  - iii. justification for the amount of the Deposit claimed, with particulars of any facts relating to it (including a calculation);
  - iv. confirmation of whether the Statutory Declaration is being made on the basis that:
    - 1. the Party making the claim has no current address for, or other means of contacting the other Party. In this case the claiming Party must give details of any address (other than the Property) and other contact details including telephone numbers or email addresses) which they have for the other Party; or
    - 2. the other Party has failed to respond to the claiming Party's written notice in relation to the distribution of the Deposit within 14 Calendar Days. In this case a copy of the written notice sent to the other Party must be attached.
  - v. any information the claiming Party has as to the whereabouts of the other person;
  - vi. confirmation that the claiming Party gives their consent for the Dispute to be resolved through our Dispute Resolution Service (in the event of the other Party disputing that the claiming Party should be paid all or part of the Deposit);
  - vii. confirmation that the claiming Party considers that they are entitled to be paid all or part of the Deposit as claimed; and
  - viii. the claiming Party makes a Statutory Declaration in the knowledge that if they knowingly and wilfully



make a false declaration, they may be liable to prosecution under Section 6 of the Perjury Act 1911.

### **III. Statutory Declaration Process – Statutory Declaration Notice and Resolution**

- a. Once we have received a properly completed Statutory Declaration which meets the above requirements, we will issue a Statutory Declaration Notice and a summary of the claim to the other Party's registered address, asking them to indicate within 14 Calendar Days of receipt:
- i. whether they accept that the claiming Party should be paid the whole of the amount claimed;
  - ii. whether they accept that the claiming Party should be paid part of the amount claimed and if so, how much; and
  - iii. if they do not accept that the claiming Party should be paid the whole of the amount claimed, whether they consent to the Dispute being resolved by our Dispute Resolution Service. We will also, where possible, send notification that a postal notice has been issued by email or SMS.
- b. The Party who receives the Statutory Declaration Notice must complete and return to us the Statutory Declaration Notice so that we receive it within 14 Calendar Days of when we issued it (the Statutory Declaration Notice deadline). They must also indicate their responses to a. (i) – (iii) above. If we do not receive the completed Statutory Declaration Notice within the Statutory Declaration Notice deadline, we will release the full amount claimed to the claiming Party within 10 Calendar Days of the Statutory Declaration Notice deadline.
- c. If the receiving Party completes and returns the Statutory Declaration Notice so that we receive it within the Statutory Declaration Notice deadline and confirming that they agree that the whole or part of the amount claimed should be paid to the claiming Party, we will pay any agreed amount to the claiming Party within 10 Calendar Days of the date when we receive the Statutory Declaration Notice.
- d. If the other Party completes and returns the Statutory Declaration Notice so that we receive it before the Statutory Declaration Notice deadline and confirming that they do not agree that the claiming Party should be paid all or any of the amount claimed, we will inform the claiming Party that their claim has been rejected wholly or in part and we will provide a summary of the other Party's Statutory Declaration Notice.
- e. Once we have issued the summary of the Statutory Declaration Notice to the claiming Party, they will have 7 Calendar Days from the date of issue to agree or disagree with its contents. The claiming Party should submit any extra evidence which they wish to be taken into account by this deadline. The other Party will also be given 7 Calendar Days' notice that the Dispute will be referred to our Dispute Resolution Service, and can submit any final evidence of their own within this time. If no response is received from the claiming Party or the other Party within 7 Calendar Days from the date of the summary of the other Party's Statutory Declaration Notice, the Dispute will be referred to our Dispute Resolution Service in any event.
- f. If the other Party completes and returns the Statutory Declaration Notice so that we receive it within 14 Calendar Days, but does not indicate whether they consent to the Dispute being resolved by our Dispute Resolution Service, we shall assume they consents to the use of our Dispute Resolution Service. Both Parties will then be informed that the Dispute has been referred to our Dispute Resolution Service as detailed in (e) above.
- g. We will then forward copies of the:
- i. Statutory Declaration;
  - ii. Statutory Declaration Notice; and
  - iii. any additional evidence submitted by either Party; to the Adjudicator (see Adjudication at section 23 below).
- h. We will release any undisputed amount to the Party or Parties concerned.
- i. Any evidence submitted by either Party after the Dispute has been referred to the Adjudicator will not be considered by the Adjudicator if a Decision has already been made. We reserve the right to refuse to pass any evidence to the Adjudicator after the cut-off date for submission of evidence has passed.

**20. The Dispute Resolution Service - General rules for using our Dispute Resolution Service**

- a. To use our Dispute Resolution Service, Landlords and Tenants must have completed a repayment Form or online repayment request with notification of a Dispute or completed the Statutory Declaration Process. They must consent or be deemed to have consented to our Dispute Resolution Service and confirm that they will be bound by the Decision.
- b. If the repayment Form or the online repayment request has been completed incorrectly or if any of the mandatory declarations have been struck out, then the Dispute cannot be referred to our Dispute Resolution Service. In this case, we will direct those involved to pursue the Dispute through the courts. As detailed in section 24 below, we will continue to hold the Deposit until we receive a court order instructing us to repay it, or an instruction to repay it signed by both Parties.
- c. If you agree to use our Dispute Resolution Service, you may not withdraw your agreement in the future.
- d. If either Party does not agree to use our Dispute Resolution Service to resolve the Dispute, they must resolve the matter by agreement or through the courts. The Party refusing to use our service must start the required court proceedings within 6 months of notifying us of their refusal. If they do not, we may award the disputed amount to the other Party.
- e. We will only send Disputes to our Dispute Resolution Service if both the Landlord and Tenants comply with these Terms and Conditions.
- f. Use of our Dispute Resolution Service does not remove the duty of one Party to pay the other any other amounts which are due and not subject to a Dispute.
- g. Use of our Dispute Resolution Service is free of charge except in circumstances set out in subsection p and section 25 below and except as to the Parties' own costs. Each Party must bear any costs they incur through participating in the Dispute Resolution Service. We will not make any award to cover these costs.
- h. The Landlord and Tenant are free to settle the Dispute between themselves at any point during the Adjudication. They must notify us of their agreement to do so by providing an instruction signed by both Parties. We will return the Deposit in accordance with the agreement when we receive the instruction.
- i. The Adjudicator can only make a Decision to award up to the value of the Deposit.
- j. If either Party does not comply with any of these Terms and Conditions, the Dispute may be rejected and the Deposit will be subject to repayment in accordance with these Terms and Conditions.
- k. We may decide in our absolute discretion whether a Party has complied with these Terms and Conditions and is eligible to participate or continue to participate in the Dispute Resolution process.
- l. A Dispute must not be the subject of an existing court action.
- m. We will not deal with Disputes through the Dispute Resolution Service where, in our reasonable opinion:
  - i. they relate to matters other than the return of the Deposit; and/or
  - ii. either Party has indicated their intention to issue legal proceedings in respect of any of the issues raised in the Dispute; and/or
  - iii. the issues raised have already been decided upon by a court;
- n. The Adjudicator may also reject Disputes which, in their reasonable opinion:
  - i. are being pursued in an unreasonable manner;
  - ii. are frivolous;
  - iii. are vexatious; and/or
  - iv. seek to raise matters which were previously decided by a similar dispute resolution process, or matters which, in the opinion of the Adjudicator, exceeds their jurisdiction.
- o. Landlords and Tenants can only make evidence submissions to the Dispute Resolution Team by post to the address set out in section 36, or by emailing [disputes@depositprotection.com](mailto:disputes@depositprotection.com). We must receive evidence submissions before 11:59:59 p.m. on the day of the previously advised deadline. We will not accept evidence received after this time.
- p. If a Dispute relates to a Tenancy that is not an Assured Shorthold Tenancy, we reserve the right to charge



the Landlord a fee of £500 plus VAT, or 10% of the Deposit amount, whichever is the greater. Where possible, we will deduct this from any amount awarded to the Landlord as a result of the Decision. If there is no award to the Landlord, or the amount awarded does not cover the fee, the Landlord must pay us within 14 Calendar Days of our request for payment.

q. We reserve the right to reject a request to use our Dispute Resolution Service if the tenancy is not an Assured Shorthold Tenancy or when the Deposit is £5,000 or more in amount.

### **21. Repayment Request – Collection of evidence**

a. Upon receipt of a duly completed online Deposit repayment submission notifying us of a Dispute, we will write to both the Landlord and the Tenant, inviting both Parties to submit their evidence in relation to the Dispute. The Landlord and Tenant must ensure that we are in receipt of their evidence within 14 Calendar Days of our invitation being issued; failure to do so could result in the Deposit being paid to the other Party contrary to the Landlord's or Tenant's intentions.

b. If the Landlord or Tenant does not wish to submit any additional evidence in support of their claim, the Landlord or Tenant must notify us in writing confirming that they will not be submitting any additional evidence, within the 14 Calendar Days of our invitation being issued.

c. If, within 14 Calendar Days of the invitation being issued by us, the Landlord or Tenant fails to submit any evidence, or in the alternative confirm in writing that they have no additional evidence to submit, we will release the disputed amount to the other Party within 10 Calendar Days of the deadline for the Parties' response.

d. In the event that neither Party complies with the requirement of section c above, we will repay any disputed sum to the Tenant.

### **22. Dispute Evidence – the details**

a. The Landlord's evidence should include, but is not limited to the following:

- i. a statement of the precise issues which are in Dispute and the reasons for the amount of any Deposit claimed;
- ii. the signed check-in inventory and schedule of condition;
- iii. vacating instructions;
- iv. the signed check-out inventory and schedule of condition;
- v. a signed and legally-compliant written Tenancy Agreement;
- vi. a schedule of the cost of any works sought to be deducted from the Deposit together with estimates, invoices and receipts (produced by an independent or third party) and photographs if available;
- vii. a statement of the rent account, if relevant;
- viii. if housing benefit has been paid, a letter from the Housing Benefit Department stating when it will stop, or that it has stopped;
- ix. any other relevant information including photographs, DVDs, correspondence or receipts; and
- x. confirmation that they have contacted the Tenant and provide a copy of any correspondence between them, or details of their discussions.

b. The Tenant's evidence should include, but is not limited to the following:

- i. the reasons why the Tenant denies that the Landlord is entitled to the disputed amount; and
- ii. any other relevant information including photographs, DVDs, correspondence or receipts.

c. Any photographs or digital evidence should be signed or a statement should be attached signed by the Party providing them and showing the date on which they were taken.

d. If either Party cannot provide any of the above evidence, they should explain to us why they are unable to do so. We will then exercise our discretion to decide whether to allow the Dispute to proceed to Adjudication.



- e. The Nominated Tenant must complete the Tenant's evidence on behalf of all Joint Tenants named on the Tenancy Agreement.
- f. Following receipt of each Party's evidence, we may request extra information or clarification.
- g. It is the Landlord's sole responsibility to send us a signed, valid Tenancy Agreement before we pass the case to the Adjudicator. If we do not receive a copy of the Tenancy Agreement, we will still pass the Dispute papers to the Adjudicator. Claims from Landlords who do not provide a valid Tenancy Agreement are likely to fail.

### **23. The Adjudication**

- a. Once the deadline has passed for evidence submission, we will provide the following to the Adjudicator:
  - i. the Landlord's evidence, Statutory Declaration or Statutory Declaration Notice;
  - ii. the Tenant's evidence, Statutory Declaration or Statutory Declaration Notice;
  - iii. any extra evidence from the Landlord or the Tenant.
- b. If the Parties submit evidence after the Adjudicator has already reached a Decision, they will not be able to take any further evidence into consideration.
- c. Our Adjudicators are fair and unbiased, and make their Decision based solely on the evidence and Forms submitted. You should submit any evidence you feel supports your case when we ask you to. If you do not submit evidence when requested, the Adjudicator will not be able to consider it when making their Decision.
- d. The Adjudicator may:
  - i. make any necessary enquiries with the Parties if issues or queries arise when reviewing the evidence;
  - ii. carry on with the Adjudication even if either Party does not comply with these Terms and Conditions, or any instruction from the Adjudicator or us;
  - iii. stop the Adjudication if it appears that the Dispute cannot be settled this way, or if the Parties settle their Dispute before a Decision is made.
- e. Except in circumstances set out in section d above, the Adjudicator will make a Decision within 28 Calendar Days of receiving the Dispute papers from us. The day of receipt will be the Working Day after the papers are sent to the Adjudicator.
- f. We will notify the Parties of the Adjudicator's Decision within 2 Working Days of the Decision. The Decision is binding on both Parties and both Parties must comply with it.
- g. The Decision cannot be appealed through the Dispute Resolution Service although nothing prevents either Party from pursuing the other through the courts if they disagree with the decision.
- h. We will make any payment to either Party within 10 Calendar Days of the Decision.
- i. We will make payments according to the method specified by the relevant Parties
- j. The Adjudicator may take the initiative in ascertaining the facts and the law.
- k. The Adjudicator may apply their discretion and judgement to the interpretation of the Tenancy Agreement and the application of the facts.
- l. The Adjudicator may correct accidental slips or omissions in Decisions within 30 days of the Decision.

### **24. Court Orders**

- a. If you obtain a court order against your Landlord or Tenant, we will only release the Deposit if:
  - i. it refers to the Deposit and/or The DPS as the Scheme administrator; and
  - ii. it specifies how much of the Deposit should be paid to the successful Party.
- b. If the court order does not comply with section a above, we will not be able to release the Deposit. In this case, the order must be amended, or a third party debt order must be obtained before we can release the Deposit.

### **25. Costs**

All aspects of our Custodial Scheme are free to use, except in the following circumstances where fees are charged:



- i. for processing a payment to an overseas bank account we charge £25.89; and
- ii. where we are adjudicating a Dispute relating to a Tenancy which is not an Assured Shorthold Tenancy we reserve the right to charge a fee of £500 plus VAT.

## 26. Confidentiality

- a. Anyone involved with an Adjudication must not reveal specific details of the case to people not connected to that Adjudication, unless required by law.
- b. By agreeing to use our Dispute Resolution Service, you give us permission to gather The Deposit Protection Service Custodial Terms and Conditions and keep information about your Dispute. We may use this to publish statistics or case studies, removing any information which may identify any individuals.

## 27. Keeping your data safe

The following are data security Terms and Conditions which are specific to our Custodial Scheme:

- a. if a Landlord requests a Form, we will ask for their Landlord ID and Deposit ID so we can process their query.
- b. if a Tenant request a Form, we will ask for their Deposit ID so we can process their query.
- c. in order to meet data protection obligations, we need callers to provide proof of their identity. This means callers will need to answer some questions about their account. If callers can't give us the right answers, we will have to end the call.

## 28. Liability

- a. We will take reasonable care in operating our service, and we will be responsible to you for any losses or expenses suffered or incurred by you as a direct result of our negligence, wilful default or fraud. The DPS's liability in relation to any claim shall not exceed the total amount of the Deposit to which the claim relates and in any event will not exceed £5,000 in aggregate including costs and interest.
- b. We do not accept liability for any indirect or consequential loss suffered by anybody or for any loss that does not arise as a result of our negligence, wilful default or fraud.
- c. Neither we nor the Adjudicator are liable for anything done or omitted to be done in the discharge or purported discharge by the Adjudicator of their functions as Adjudicator unless the act or omission is in bad faith and any employee or agent of the DPS (whether that person is the Adjudicator or otherwise) is similarly protected from liability.
- d. In the event that you do not comply with these Terms and Conditions and this results in loss or damage to The DPS, you shall be liable to compensate us for any such loss or damage.
- e. Any limitation or exclusion of liability under these Terms and Conditions shall only operate to the extent permitted by law.
- f. You must contact us immediately if you suspect that your password, Landlord ID, Deposit ID or log in details have been lost, disclosed to, or obtained by, anyone who is unauthorised to have them, and that their integrity is threatened. Until you notify us that it has been compromised, we will assume that any instructions received in any form, which have been authenticated by your Landlord ID, Deposit ID or your log in details are genuine and are valid instructions from you and we will act accordingly. You will be liable for all such transactions.
- g. Once processed, a Form or online Deposit response is a binding instruction to make payment; you are not entitled to cancel, amend or revoke such an instruction.
- h. You are responsible for ensuring that any bank account details entered online for repayment are correct. Once payment has been made we are not obliged to recover funds that have been paid out incorrectly due to incorrect account details being entered online.
- i. We do not accept liability for the actions of any third parties including Letting Agents.



## 29. Complaints

- a. We hope that you are always satisfied with our service, however, if you are unhappy with our service, we have a complaints handling procedure. We can provide you with a copy upon request.
- b. If you ever feel that we have fallen short of the standards we set ourselves and you have cause for complaint, please let us know. We treat all complaints seriously and investigate them fully. If a Party is dissatisfied with the outcome of an Adjudication that shall not constitute grounds for a complaint. To send us a letter, you can write to us here at the address in section 36. To send us an email, please use: [complaints@depositprotection.com](mailto:complaints@depositprotection.com)

## 30. Service Availability

- a. The online service will usually be available for use 24 hours a day, every day of the year subject to scheduled down time that will be advertised on the site to users prior to any down time being implemented. However, the service may be temporarily unavailable for a number of reasons, including routine and emergency maintenance, excess demand for the service, failure of the internet and other circumstances beyond our control.
- b. We shall not have any liability to you for any non-availability or interruption in the operation of the service (wholly or part of) or for any failure or delay of a communication. It is your responsibility to ensure that any communications are sent insufficient time to be received within any deadlines.

## 31. Online Security

- a. Except where we have been negligent, we do not accept any responsibility for any interception, redirection, corruption, copying, reading, tampering or loss of confidentiality which may take place either once an email message has been sent by us or prior to an email message being received by us or for any losses, claims, damages or expenses which may be suffered or incurred by you as a result of any such interception, redirection, corruption, copying, reading, tampering or loss of confidentiality.
- b. We take reasonable care to ensure that electronic communications generated by the online service are free of viruses or other corruption of data. Before opening or using any documents or attachments, you must check them for viruses and defects. Our liability in this respect is limited to re-supplying any affected documents or attachments.
- c. You are responsible for ensuring all electronic communications sent by you to us are free from viruses or defects. If a communication from you is found to contain a virus, we shall not be obliged to receive or act upon such communication.
- d. We shall not be responsible for delays or failure to perform any of our obligations due to acts beyond our control. Such acts shall include, but not be limited to, acts of God, strikes, lockout, riots, acts of war, epidemics, governmental regulations superimposed after the fact, communication or line failures, power failure, earthquakes or other disasters.
- e. If you are sending an e-mail to us, please ensure your e-mail does not exceed 20 megabytes. Any e-mails received larger than 20 megabytes may not be received.
- f. Any information supplied on our website, by our virtual agent, within our FAQs on the telephone or by post is for guidance only. Independent advice should be sought regarding the interpretation of any applicable legislation.
- g. You are responsible for keeping any passwords in relation to us secure. We accept no liability for any loss incurred as a result of you not ensuring your passwords are kept as secure as possible.
- h. Whilst your connection to the online service is encrypted you should note that email communications are not necessarily secure and there is always a risk that email messages may be intercepted or tampered with. By registering for and using this service, you acknowledge that these risks exist and that confidentiality cannot always be assured.



### 32. Privacy Policy

The DPS's Data Privacy Policy can be viewed by visiting <https://www.depositprotection.com/privacy-policy/> or by calling 0330 303 0033 to request a copy.

### 33. Intellectual Property

The DPS and the MHCLG shall retain all intellectual property rights in and relating to all methods, formulae, techniques, processes, systems, materials, programs, logos, Forms and documentation devised, designed or prepared by or on behalf of The DPS for the purpose of or in connection with its provision of the Scheme and all other Intellectual Property Rights created by or on behalf of The DPS in connection with the Scheme.

### 34. General

- a. Unless otherwise detailed in these Terms and Conditions, all Forms will be processed within 4 Working Days of receipt.
- b. Unless otherwise detailed in these Terms and Conditions, all time limits will be calculated, as applicable:
  - i. excluding the day we receive Forms or documents; and
  - ii. from the day that we issue Forms or documents, regardless of the date they are received or seen by the Parties.
- c. Unless correspondence relates to Dispute Resolution, the Statutory Declaration Process, or the repayment of a Deposit, all communications will be sent by 2nd class post. Correspondence related to Dispute Resolution, Statutory Declaration Process, or the repayment of the Deposit will be sent by 1st class post.
- d. If you are in any doubt as to whether we have received or carried out any of your instructions, you should telephone us immediately on 0330 303 0033.
- e. We may determine in our absolute discretion whether anyone has complied with these Terms and Conditions.
- f. All Deposits will be held in a designated bank account which we maintain for all parties using the Scheme.
- g. From time to time we may change these Terms and Conditions. We will keep you informed about changes with a message on our homepage at [www.depositprotection.com](http://www.depositprotection.com) and when you log in to use the online service. You can always find our current Terms and Conditions on our website too. If you would like a paper copy, call or email us. All Forms or online submissions will be processed and all Disputes dealt with in accordance with the Terms and Conditions in force at the time the relevant Forms or online submissions are received by us. Our Terms and Conditions can be viewed online at [www.depositprotection.com](http://www.depositprotection.com) or a paper copy is available on written request.
- h. If any part of the terms of these Terms and Conditions proves to be or unenforceable in any way, this will not affect the validity of the remaining Terms and Conditions in any way.
- i. If we relax any part of these Terms and Conditions once or more than once, each instance would be considered a one-off, or a temporary decision. It will not affect our right to enforce the term strictly again when we wish to.
- j. We reserve the right to delay taking action on any particular instruction if we consider that we need to obtain further information or to comply with any legal or regulatory requirement binding on us (including obtaining evidence of identity to comply with money laundering regulations) or to investigate any concerns we may have about the validity or any other matter relating to the instruction.
- k. We won't do, or refrain from doing, anything which would, or might in our judgment, break any relevant laws, rules, regulations or codes or risk exposing us to criticism for behaving improperly or not acting in accordance with good market practice.
- l. We will not tolerate abusive or offensive behaviour towards staff members. We will not respond to any email or communication which we deem to be abusive or offensive. Any abusive or offensive behaviour towards our Customer Service Representatives will result in the call being terminated immediately.
- m. If an Agent is appointed by a Landlord, it is the sole responsibility of the Landlord to complete all due



diligence required on the Agent to register their Tenant(s) Deposit(s) with The DPS.

n. Registration with The DPS and use of the Custodial Scheme cannot be taken as indication as to the credibility of the Party.

### 35. Governing Law

These Terms and Conditions are governed by and will be interpreted under the laws of England and Wales. In the event of a Dispute the English courts will have jurisdiction.

### 36. Contact details

The Deposit Protection Service, The Pavilions, Bridgwater Road, Bristol, BS99 6AA. To speak to us, call: 0330 303 0033. To send us an email message, use our online enquiry form. You can find this on the help pages of our website.

DPS\_Custodial\_terms&conditions\_May2018 v24.1

**Please sign where appropriate:**

I have read and understood the prescribed information as well as how my deposit will be handled and processed at the end of the tenancy.

Agent or Landlord Sign Here:		Date :	
------------------------------	--	--------	--

Tenant Sign Here:	[[TenantSign.Name] ]	Date :	
-------------------	-------------------------	--------	--

[[TenancyHasGuarantor]:Equal('True');collapse:hide]

Guarantor (if applicable):	[[GuarantorSign.Name]]	Date :	
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When you move in you will need to setup accounts with utility suppliers and broadband companies, the options are:

## 9.0 Gas, Electric and Water

### 10.0 Avoid Falling Out

From Pinnacle's tenant surveys, you've told us that after moving in, sorting bills out with housemates is one of the biggest issues and reason why you may fall out with each other. Using a company like Glide overcomes this for you.

### 11.0 Advice

Whatever option you go with, we recommend you submit quarterly meter readings to avoid unexpected large bills and check their fair usage policies.

To keep your home warm set your thermostat to 19 degrees, and for a couple of hours in the morning, an hour around lunch time and three hours in the evening.



**Uswitch.com**

Setup a joint house account or individually be responsible for a utility supplier.

## 12.0 Broadband



**Virginmedia.com**

Cable and fibre optic broadband and TV.



**Sky.com**

Broadband and satellite TV.



**BT.com**

Broadband and TV.

### 13.0 Worth Knowing

Companies like Virgin Broadband do nine-month deals that are great for students, no need to pay over the summer.

### 14.0 Avoid Panic

We recommend you get your broadband order in early. At peak times it can take a couple of weeks before they can connect. Two weeks without the internet is not a good thing.

## 15.0 Information

To help setup your bills and broadband, we do pass on your contact details\* to Virgin who will contact you via phone, email, text and WhatsApp.

Remember, it is your choice which utility and broadband supplier you use, neither the Letting agent or Landlord can insist on who you choose to use.

\*As set out in the Tenancy Agreement



16.0 Please complete the following details (where necessary) for your customer and fax through to 0870 762 8643.

<b>Today's date:</b>	[[PrintDate]]
----------------------	---------------

Customer's Personal Details				
<b>Tenant(s):</b> Please indicate (circle) which tenant will act as the main point of contact.	[[TenantNamesLine]]			
<b>Installation address:</b>				
<b>When's the best time for us to call the customer back:</b>	Morning (9-12am) <input type="checkbox"/>	Afternoon (12-6pm) <input type="checkbox"/>	Evening (6-9pm) <input type="checkbox"/>	
<b>What services is the customer interested in:</b>	TV <input type="checkbox"/>	Phone <input type="checkbox"/>	Broadband <input type="checkbox"/>	Mobile <input type="checkbox"/>

<b>For letting/estate agents use only:</b>	What is the predicted date of the move?	Day	Month	Year
--	---	-----	-------	------

<b>Customer's Signature:</b>		<b>Today's Date:</b>	Day	Month	Year
------------------------------	--	----------------------	-----	-------	------

**Please Note: We may receive a commission from Virgin Media if your referral is successful**

### 17.0 What happens next?

A member of the Virgin Media team will contact the customer by phone to talk through the best package for them. If they're interested in joining Virgin Media, we'll take their details and organise installation as well. (If they rent their property, in some cases we'll need their landlord's agreement as well).

<b>Agent's code/name:</b>	letmc-003
<b>Agent's Tel. No:</b>	029 2064 0200

For Virgin Media Use Only	
<b>Date Received:</b>	
<b>Action Taken:</b>	

[[ShowPaymentForms]:Equal('True'):collapse:hide][[ShowPaymentFormSTO]:Equal('True'):collapse:hide]

**BANK STANDING ORDER MANDATE –**

**[[StandingOrderMandate.Tenant.Name]]**

This is an instruction from the tenant to their bank to pay money to the Beneficiary detailed below. This form should be completed and signed by the tenant and returned to the agent. The agent or the landlord will post this to the tenant's bank.

**To: (Please insert full bank address including POSTCODE)**

[[StandingOrderMandate.Tenant.Bank.Name]] **BANK PLEASE READ**  
[[StandingOrderMandate.Tenant.Bank.Address.Address1] **PLEASE AMEND ANY EXISTING INSTRUCTION FROM**  
] **THE NEXT PAYMENT WITH THIS REFERENCE AND**  
[[StandingOrderMandate.Tenant.Bank.Address.Address2] **DATE RANGE TO THIS BENEFICIARY**  
] **(PLEASE ENSURE THAT THERE IS ONLY ONE ACTIVE STANDING**  
[[StandingOrderMandate.Tenant.Bank.Address.Address3] **ORDER)**  
]  
[[StandingOrderMandate.Tenant.Bank.Address.Address4]  
]  
[[StandingOrderMandate.Tenant.Bank.Address.Postcode]  
]

---

**ACCOUNT TO BE DEBITED**

SORT  
CODE: [[StandingOrderMandate.Tenant.Bank.SortCode]]

ACCOUNT  
NUMBER: [[StandingOrderMandate.Tenant.Bank.Account  
Num]]

ACCOUNT  
NAME: [[StandingOrderMandate.Tenant.Bank.AccountNa  
me]]

ROLL NO: (Building Societies ONLY)

**BENEFICIARY DETAILS**

BANK: [[StandingOrderMandate.Beneficiary.Bank.Name]]

BRANCH DETAILS: [[StandingOrderMandate.Beneficiary.Bank.Address  
[[StandingOrderMandate.Beneficiary.Bank.Address.Postcode]]

SORT CODE: [[StandingOrderMandate.Beneficiary.Bank.SortCode]]

ACCOUNT NUMBER: [[StandingOrderMandate.Beneficiary.Bank.Acco

ACCOUNT NAME: [[StandingOrderMandate.Beneficiary.Bank.Accoun

**REFERENCE:**  
[[StandingOrderMandate.Property.HouseNumber]]  
[[StandingOrderMandate.Property.Street]]

**Bank - please reference each STO with the house reference**

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**PAYMENT DETAILS**

- [[StandingOrderMandate.PaymentDetailsList.PaymentDetailsListItem]]

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CUSTOMER  
SIGNATURE:

Date:

CUSTOMER CONTACT TELEPHONE NUMBER(S): [[StandingOrderMandate.Tenant.MobilePhone]]