

# Notification of deposit dispute



**For the Scheme Administrator's use only**

Case Number

*This form and the accompanying documentation will be sent to the other party(ies) for their response. It may also be part of the report. If you do not want your contact details revealed, please leave that section blank and supply them on a separate document.*

**Please make cheques payable to: The Dispute Service Ltd**

Address of property <i>(please type address on one line)</i>	Postcode
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**How much is the deposit?**

£

**How much is in dispute?**

£

**What is this for?**

Cleaning

£

damage to property contents

£

redecoration

£

gardening

£

rent arrears

£

Other *(please specify)*

£

**TOTAL**

£

**How much of the balance has been paid?**

to the landlord

£

to the tenant

£

retained by the agent

£

*There is no reason for the landlord or agent to retain that part of the deposit about which there is NO dispute. Failure to release it promptly could lead to a further dispute or the automatic award of the disputed deposit.*

**The tenancy ended on:**

Day	Month	Year
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**I/we, am/are the:**

Tenant(s)       Landlord       Agent of the property

**My/our dispute is with the:**

Tenant(s)       Landlord       Agent of the property

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**Please put the details of the LANDLORD below:**

Title <i>(Mr, Mrs, Ms, Dr)</i>	Name	
Correspondence address <i>(please type address on one line)</i>		Postcode
If a company give contact name		Position
Phone	Email	Fax

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**Please put the details of the TENANT below (each tenant should also complete Annex 1):**

Title <i>(Mr, Mrs, Ms, Dr)</i>	Name	
Correspondence address <i>(please type address on one line)</i>		Postcode
If a company give contact name		Position
Phone	Email	Fax

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**These questions should be completed by the TENANTS ONLY:**

**How many in your household were:**       Adults (18 or over)       Children       Pets

**Do you all agree that there is a dispute over the deposit?**       Yes       No

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**Please put the details of the AGENT below (if there is one):**

Title <i>(Mr, Mrs, Ms, Dr)</i>	Name	Position
Name of company		
Correspondence address <i>(please type address on one line)</i>		Postcode
Phone	Email	Fax

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**Who holds the deposit?**

Landlord       Agent      Unique tenancy identifier *(if known)*  from certificate of registration

**The reasons for the dispute are:** *Please write a summary of the dispute, rather than just referring us to the attached papers. If you do, the dispute form will be returned to you and the adjudication will be delayed. Please continue on extra paper if necessary.*

**What steps have been taken to resolve this matter so far?**

**Check list** *Please check boxes as appropriate for the documents you are sending.*

If you have the following documents please send them. If possible send copies rather than the originals.

- The tenancy agreement
- Brief description of the property (*eg. house/flat, number of bedrooms, if there is a garage or garden, etc*)
- For landlords/agents:** terms of business/management agreement
- For agents:** photographs of the property and its marketing details
- Check-in report, together with a signed inventory and a signed schedule of condition
- Vacating instructions
- Check-out report, together with a signed inventory and a signed schedule of condition
- Photographs if available
- A statement of the rent account. If it is not fully paid up, give the reasons why below, or on a separate sheet
- Decision concerning the payment of Housing Benefit, if appropriate
- Copies of relevant correspondence, especially concerning the proposed settlement of the dispute

**If you cannot send all the documents listed above please explain:**

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**I confirm that:**

- I/we would like the Independent Case Examiner to resolve this dispute and I/we agree to co-operate with the investigation and comply with the recommendations.
- I/we agree that the decision of the Independent Case Examiner shall be final and binding.
- I/we consent to the Independent Case Examiner copying this form and any supporting documents to the other party(ies) in the dispute, to the appointed adjudicator and to anyone else involved in resolving it
- Tenants only:** I/we agree that TDS Ltd shall keep the disputed amount until the ICE has made his adjudication and for a reasonable time thereafter to allow for its payment in accordance with the determination.
- Agents only** (when holding the deposit): I/we enclose the full deposit less the amount agreed by the parties and paid out to them.
- Landlords only** (when holding the deposit): I/we enclose the full deposit less the amount agreed with the tenant(s) and paid to her/him/them.

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**Signed:** *Note: if the dispute is being submitted by the tenants, they do not all have to sign this form.*

Name(s) of Landlord/Agent/Tenant *(please specify)*      Signature      Unique tenancy identifier *(if known)*      Date

Name(s) of Landlord/Agent/Tenant <i>(please specify)</i>	Signature	Unique tenancy identifier <i>(if known)</i>	Date

# Acknowledgement of receipt for TDS 2 Notification of deposit dispute

If you would like TDS to acknowledge receipt of this form and accompanying papers, please put YOUR NAME AND ADDRESS in the green box below. Please also include the TENANCY PROPERTY ADDRESS in the box on the right.


PROPERTY ADDRESS
POSTCODE

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Please continue to complete Annexe 1 or 2 as appropriate.

# Annex 1 Payment of deposit to tenants following adjudication

Each tenant should complete their own copy of this form, telling The Dispute Service Ltd how they want their share of the disputed deposit to be paid to them if the Independent Case Examiner makes an award in their favour. Failure to do so will delay payment. In the case of a joint tenancy, the Independent Case Examiner will divide his award equally between the tenants named in the tenancy agreement, unless they have given him written authorisation to allocate it differently.

## The tenancy

Your name		Tenancy number
Address of property <i>(please type address on one line)</i>		Postcode
Your phone	Your email	Unique tenancy identifier <i>(if known)</i>
Names of other tenants <i>(if applicable)</i>		

I would like to be paid by *(please select only ONE of the following)*

### Bank transfer to:

Bank	Branch	
Account name	Account number	Sort code

OR

Cheque to be sent to me at the following address:

Address of property <i>(please type address on one line)</i>	Postcode
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# Annex 2 Payment of deposit to landlord following adjudication

The landlord should complete this form, telling The Dispute Service Ltd how they want their share of the disputed deposit to be paid if the Independent Case Examiner makes an award in their favour. Failure to do so will delay payment.

**The tenancy**

Your name		Tenancy number
Address of property <i>(please type address on one line)</i>		Postcode
Your phone	Your email	Unique tenancy identifier <i>(if known)</i>
Names of other joint landlords <i>(if applicable)</i>		

**I would like to be paid by** *(please select only ONE of the following)*

**Bank transfer to:**

Bank	Branch	
Account name	Account number	Sort code

**OR**

**Cheque** to be sent to me at the following address:

Address of property <i>(please type address on one line)</i>	Postcode
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