

24<sup>th</sup> June 2010

**TO ALL TENANTS/LANDLORDS**

**R House Property Management Ltd**

**Your deposits and the potential claim you have with The Dispute Service (“TDS”).**

We have prepared this document for your information from the details that we have been given.

R House Property Management Limited were registered with TDS in relation to deposits that were paid to them by tenants.

Each deposit should have been registered with TDS and a Certificate of Registration would have been issued to you, within 14 days of your deposit being taken.

Once a Liquidator has been appointed on R House Property Management, TDS have advised us that they will be writing to all of the tenants that are registered with them to explain the process that needs to be followed.

Alternatively the contact details of TDS are:

The Dispute Service  
PO BOX 1255  
Hemel Hempstead  
Herts HP3 9XX  
Tel: 0845 2267837  
Email: [deposits@tds.gb.com](mailto:deposits@tds.gb.com)

**The process**

You need to complete a Notification of Deposit Dispute form (TDS2) which can be downloaded from the following website [www.thedisputeservice.co.uk](http://www.thedisputeservice.co.uk). This form together with a copy of your Certificate of Registration and your tenancy agreement needs to be sent to the above address.

If you do not have a Certificate of Registration you should still contact TDS as there maybe another way that you are able to claim against the insurance scheme, you will however need proof of the payment made.