Holding Deposit Agreement / Receipt and Tenancy Deposit Details

To: (Prospective Tenant/s)

From (Landlord/Agent)

The Property:

The property is to be let, subject to contract and satisfactory checks and references – www.TenantVERIFY.co.uk - on an Assured Sorthold Tenancy for an initial fixed term of:

[ ] months [ ] years.

The **Rental Amount** is £ [ ] per [week] [month] payable in advance by [cash] [cheque] [backer's standing order].

An **Administration Fee** of £ [ ] will be required for this tenancy.

A Holding Deposit of £ [ ]

Amount in words:

is being taken for which this document represents a receipt.

- The property will be suspended from the letting market in favour of this prospective tenant and held for a maximum period of [ ] days.
- If the prospective tenant fails to progress the tenancy for any reason the holding deposit will not be refunded.
- The holding deposit will be credited to the damage deposit/bond or rent on completion of the letting agreement.

Tenancy Deposit / Bond (delete options as required)

1 A deposit or deposit / bond [will] [will not] be required.

2 A deposit / bond of £ [ ] will be required and is to be held in the prescribed custodial scheme (Tenancy Deposit Protection Scheme (Housing Act 2004) – full details here – Deposit Protection Service - http://www.depositprotection.com/

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3 A deposit / bond of £ [ ] will be held by the [Landlord] [Agent] under [1] or [2] of the prescribed deposit protection insurance schemes – full details here – [1] Tenancy Deposit Solutions - http://www.mydeposits.co.uk/ [2] Tenancy Deposit Scheme - http://www.thedisputeservice.co.uk/

4 An alternative Insurance for deposit / bond scheme will be used – www.TenantVERIFY.co.uk

Prospective tenants should be aware that:

- The checks and references will be carried out using an approved credit reference agency in strictest confidence and on the basis of information supplied in the Tenancy Application Form
- All personal information supplied to the Landlord or Agent shall be kept secure at all times and shall be permanently and securely destroyed when no longer required.
- Deposits shall be returned in full at the end of the tenancy period subject to the rules of any deposit protection scheme used and normal wear and tear. However, damage, cleaning and rubbish removal could result in deductions or claims for deductions from your deposit.
- The rental amount agreed must be paid in full and on-time as agreed up to and including the final period of the tenancy.
- By signing the tenancy agreement the tenant commits to paying rent for the full fixed term of the tenancy.
- False statements made could result in early termination of a tenancy under ground 17 Housing Act 1998

I confirm that I have read and fully understood the requirements of the agreement.

Signed:
(Prospective Tenant)

Signed:
(Landlord/Agent)

Date: