



## Holding Deposit Agreement Template

### Tenancy Details

**Name of Prospective Tenant:**

---

**Landlord:**

---

**Agent:**

---

**The Property:**

---

**Move In Date:**

---

The property is to be let, subject to contract and satisfactory checks and references on an Assured Shorthold Tenancy for an initial fixed term of .....months.

The property will be suspended from the letting market in favour of this prospective tenant and held for a maximum period of..... days.

The holding deposit will be credited to the Tenancy Deposit or rent on completion of the letting agreement.



**Rental Amount:** The rental amount is £..... per month payable in advance.

**Tenancy Deposit:** A tenancy deposit of £ .....will be required and is to be held in the prescribed custodial scheme (<http://www.depositprotection.com>)

**Holding Deposit:** A Holding Deposit of £..... will be required.

**Administration Fee:** An Administration Fee of £..... will be required.

### Check in Statement

Item	£
First Month's Rent	
Tenancy Deposit	
Administration Fee	
Sub Total:	
Holding Deposit	(.....)
Balance Payable	



The Holding Deposit and Application Fee are refundable in the following circumstances.

A) In Full

1. The offer is not accepted by the landlord
2. The landlord withdraws the property
3. If the prospective tenant withdraws the offer prior to the commencement of tenant referencing checks

B) In Part

1. If the landlord determines that the reference replies are unsatisfactory a charge of £50 per prospective tenant will be payable to cover the costs of referencing.
2. If the landlord is unable to obtain replies to reference requests within 7 working days a charge will be payable to cover reasonable time and expenses subject to a maximum of £50 per prospective tenant.
3. If the prospective tenant provides false or misleading statements and the landlord is unable to let the property by the agreed date a charge will be payable to cover reasonable time and expenses subject to a maximum of the holding deposit paid.
4. If the prospective tenant provides withdraws the offer after the commencement of tenant reference checks and the landlord is unable to let the property by the agreed date a charge will be payable to cover reasonable time and expenses subject to a maximum of the holding deposit paid.



## Receipt

**Amount Received:** £.....

**Received Date:**

Please commence referencing immediately:

**Signed Tenant:**

**Signed Agent / Landlord:**