

# Dispute Details Form (DDF)

To be completed by the Tenant raising the tenancy deposit dispute.

URN

DPC

Section 1

The Dispute

1.0

How much was your deposit?

£

1.1

How much deposit have you received back?

£

1.2

Amount you are happy for your Landlord/Agent to withhold?

£

	Amount Retained	Amount You Accept	Issue Accepted
E.g.	£ 120.00	£ 120.00	Cleaning
	£	£	
	£	£	
	£	£	
	£	£	

1.3

Remainder of deposit now in dispute?

£

Note 1.1, 1.2 and 1.3 must total amount in 1.0

Section 2

Terms of the Tenancy

2.0

When did your tenancy start (commencement date on your Tenancy Agreement)?

D

D

M

M

Y

Y

Y

Y

2.1

What is the contractual date on your Tenancy Agreement?

D

D

M

M

Y

Y

Y

Y

2.2

How long have you lived at the property?

Years

Y

Y

Months

M

M

Section 3

Effective Resolution

Please use the box below to let us know when and how you requested the return of your deposit. Please also let us know your Landlord's/Agent's response and whether they provided you a breakdown of the deposit deductions. We request that you upload evidence of your request for the return of the deposit. Without this we may be required to reject your Deposit Dispute.

## Section 4

## Your Claim

4.0

In order for us to be able to deal with your dispute more effectively, please can you complete below what best indicates your Landlord/Agent's reason for withholding your deposit. Please be advised that there are generally five main areas of dispute - namely replacement items, damage repairs, cleaning, garden maintenance and rent but there is an additional box below for 'other' if required.

**ALWAYS provide a copy of the full Tenancy Agreement together with all other relevant evidence.**

*NB. If the issue(s) in dispute include Rent, please provide evidence in the form of bank statements/official receipts for rent paid/received and not just an excel spreadsheet.*

**Below is an example of how you may wish to lay out your claim.**

Issue in dispute (items for which you are being charged)		
Reason 1: <i>Carpet</i>	Amount Landlord is withholding: £ <i>1000</i>	Evidence: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Details of issue: <i>I had the carpet professionally cleaned before leaving the property.</i>		

4.1

Issue in dispute (items for which you are being charged)		
Reason 1:	Amount Landlord is withholding: £	Evidence: YES <input type="checkbox"/> NO <input type="checkbox"/>
Details:		

4.2

Issue in dispute (items for which you are being charged)		
Reason 2:	Amount Landlord is withholding: £	Evidence: YES <input type="checkbox"/> NO <input type="checkbox"/>
Details:		

## Section 4

## Your Claim continued

4.3

<b>Issue in dispute</b> (items for which you are being charged)		
<b>Reason 3:</b>	<b>Amount Landlord is withholding: £</b>	<b>Evidence:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Details:</b>		

4.4

<b>Issue in dispute</b> (items for which you are being charged)		
<b>Reason 4:</b>	<b>Amount Landlord is withholding: £</b>	<b>Evidence:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Details:</b>		

4.5

<b>Issue in dispute</b> (items for which you are being charged)		
<b>Reason 5:</b>	<b>Amount Landlord is withholding: £</b>	<b>Evidence:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Details:</b>		

Please tick this box if you are unaware of the issues the Landlord is claiming for:

☐

Please use the space below to provide any further details relevant to the dispute.

Authorised by

