

Tenancy deposit prescribed information form

England · Checked against official sources on 10 October 2026

Give this form, with the scheme leaflet attached, to every tenant and to anyone who paid the deposit for them, within 30 days of receiving the deposit. This form follows article 2 of the Housing (Tenancy Deposits) (Prescribed Information) Order 2007. It is general information, not legal advice; check your scheme's own requirements.

1. The deposit protection scheme

Scheme name	
Scheme administrator address	
Telephone number	
Email address	
Fax number (if any)	
Deposit protection reference or certificate number	
Date the deposit was received	
Date the deposit was protected	

2. How the scheme works

The scheme leaflet attached to this form explains how deposits are protected and forms part of this prescribed information. The scheme's terms also explain how the deposit is repaid at the end of the tenancy, what happens if the landlord or tenant cannot be contacted or does not respond, what happens if the amount to be repaid is disputed, and the scheme's service for resolving disputes without going to court.

Where the scheme terms can be found (document or web page)	
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3. The tenancy

Property address	
Deposit amount (£)	
Tenancy start date	

4. The landlord (or letting agent who protected the deposit)

Name	
Address	
Telephone number	
Email address	
Fax number (if any)	

5. Tenant 1

Name	
Address during the tenancy	
Telephone number	
Email address	
Fax number (if any)	
Contact details after the tenancy ends	

5. Tenant 2

Name	
Address during the tenancy	
Telephone number	
Email address	
Fax number (if any)	
Contact details after the tenancy ends	

6. Any relevant person

A relevant person is anyone who paid all or part of the deposit on the tenant's behalf. Leave blank if there is none.

Name	
Address	
Telephone number	
Email address	
Fax number (if any)	

7. When all or part of the deposit may be kept

List the circumstances, referring to the clauses of the tenancy agreement (for example unpaid rent, damage beyond fair wear and tear, cleaning).

8. Landlord's certificate

I certify that the information in this document is accurate to the best of my knowledge and belief, and that I have given the tenant the opportunity to sign this document to confirm that the information is accurate to the best of their knowledge and belief.

Landlord (or agent) signature		Date	
Tenant signature		Date	
Tenant signature		Date	