

Tenancy deposit: prescribed information

Housing Act 2004, section 213, and the Housing (Tenancy Deposits) (Prescribed Information) Order 2007

This document gives you the information the law requires about how your deposit is protected. Please read it and keep it with your tenancy agreement.

1 The tenancy and the deposit

Address of the property	14 Alder Grove, Headingley, Leeds LS6 2QT
Tenancy start date	1 November 2026
Amount of the deposit	£1,325
Date the deposit was received	26 October 2026
Date the deposit was protected	2 November 2026
Deposit protection reference or certificate number	DPS-77104423

2 The tenancy deposit scheme

Scheme name	Deposit Protection Service (custodial)
Type of scheme	Custodial
Scheme administrator	Computershare Investor Services PLC
Address	The Pavilions, Bridgwater Road, Bristol BS99 6AA
Phone	0330 303 0030
Email	contact@depositprotection.example
Website	depositprotection.example

The scheme's leaflet explaining how the scheme works is attached: How the DPS custodial scheme works leaflet (April 2026).

3 The people involved

Landlord

Name: Eleanor Pryce

Address: 31 Otley Road, Leeds LS16 5JW

Phone: 07700 900101 Email: eleanor.pryce@mailbox.example

Agent (protected the deposit for the landlord)

Name: Harper & Lane LLP

Address: 4 Wellington Yard, Leeds LS1 4AP

Phone: 0113 496 0721 Email: lettings@harperlane.example

Tenant

Name: Tomasz Piotr Nowak

Address: 14 Alder Grove, Headingley, Leeds LS6 2QT

Phone: 07700 900311 Email: tomasz.nowak@mailbox.example

Contact address after the tenancy ends: Please tell the landlord in writing before you leave

Tenant

Name: Grace Anne Ellison

Address: 14 Alder Grove, Headingley, Leeds LS6 2QT

Phone: 07700 900312 Email: grace.ellison@mailbox.example

Contact address after the tenancy ends: Please tell the landlord in writing before you leave

Relevant person

Name: Martin Ellison

Address: 6 Church Lane, Harrogate HG1 2QY

Phone: 07700 900313 Email: martin.ellison@mailbox.example

Amount paid towards the deposit: £500

4 How the scheme works

The scheme's procedures are set out in its terms and conditions, which are attached: "How the DPS custodial scheme works" leaflet (April 2026) and DPS Terms and Conditions (version 9, April 2026). In summary:

1. Repayment at the end of the tenancy. When the tenancy ends, the landlord and tenant should agree how much of the deposit is returned. For a custodial scheme: either party can ask the scheme to repay the deposit, and the scheme pays the agreed amounts. The amount agreed must be paid within the time the scheme's rules require, and in any event within 5 working days of agreement.

2. If either party cannot be contacted. The scheme's terms explain how the tenant or landlord can apply to the scheme for repayment when the other party does not respond. If the other party does not respond, a tenant or landlord can make a statutory declaration to the scheme and the scheme will contact the other party and repay after 14 days if there is no response.

3. If there is a dispute. If the landlord and tenant cannot agree on deductions, the disputed amount is protected until the dispute is settled. Either party can ask the scheme to resolve it.

4. Free dispute resolution. The scheme offers a free alternative dispute resolution service. Using it is voluntary for both parties; if you do not use it, the dispute can be decided by a court. A dispute must be raised within 3 months of the end of the tenancy.

5 When the landlord may keep some or all of the deposit

Under the tenancy agreement (clause 6), the landlord may make deductions from the deposit only for:

- unpaid rent;
- unpaid bills the tenant is liable for under the tenancy agreement;
- damage to the property or its contents, beyond fair wear and tear;
- missing items listed in the inventory;
- cleaning needed to return the property to the standard at the start of the tenancy;
- the reasonable cost of replacing lost keys or security devices (clause 7).

The landlord must explain any deduction, and the tenant can challenge it through the scheme's free dispute resolution service.

6 Certificate

The landlord certifies that:

- the information in this document is accurate to the best of the landlord's knowledge and belief; and
- the landlord has given the tenant the opportunity to sign this document to confirm that the information in it is accurate to the best of the tenant's knowledge and belief.

Landlord (or agent signing for the landlord): Name: Rachel Dunmore Signature: _____

Date:

Tenant's confirmation. I confirm that the information in this document is accurate to the best of my knowledge and belief.

Tenant: Name: Tomasz Piotr Nowak Signature: _____ Date:

Tenant: Name: Grace Anne Ellison Signature: _____ Date:

Name: Martin Ellison Signature: _____ Date:

Given to the tenant and each relevant person on: 2 November 2026, by email, as agreed.