



RECEIPT FOR HOLDING DEPOSIT

[PROSPECTIVE LANDLORD DETAILS]

Name of Prospective Landlord

Address.....

.....

Email/Telephone No.....

[PROSPECTIVE TENANT DETAILS]

Name of Prospective Tenant/s

[PROSPECTIVE TENANCY DETAILS]

Property Address

.....

Proposed Rent Proposed Start Date.....

[HOLDING DEPOSIT INFORMATION]

The Sum of £Paid by cash/cheque/BACS/card (delete as appropriate)

Name of Person Paying Holding Deposit**

Address

Email/Telephone Number.....

** a person who pays a deposit on behalf of a tenant is known as a “relevant person” and this information is required for the deposit prescribed information if a tenancy is granted

[AGREEMENT]

- This refundable holding deposit is capped at no more than 1 weeks rent
- It demonstrates a commitment to wishing to take on the tenancy whilst referencing checks take place
- If a tenancy is agreed, the holding deposit will be (delete a, b, c as appropriate)-

a. Refunded to account – sort code _____ / account number _____

b. Added to tenancy deposit

c. Used towards 1st months rent

The holding deposit must be refunded where:

- The landlord decides not to rent the property
- An agreement is not reached before the ‘deadline for agreement’* (and the tenant is not at fault)

*The ‘deadline for agreement’ for both parties is usually 15 days after a holding deposit has been received by a landlord or agent (unless otherwise stated in writing).

This holding deposit can be retained if;

- Tenant provides false or misleading information
- Tenant fails a ‘right to rent’ check
- Tenant withdraws from the proposed agreement
- Tenant fails to take all reasonable steps to enter into the agreement

The Prospective tenant will be liable for the reasonable costs incurred by the Landlord/Agent up to the value of the Holding Deposit.

Please note if the holding deposit is retained, you will be notified in writing within 7 days of the decision not to enter into the agreement.

Signature of Landlord (or Agent) Date

Signature of Tenant Date.....