



**RECEIPT FOR TENANCY DEPOSIT**

[LANLORD DETAILS]

Name of Landlord .....

Address.....

.....

Email/Telephone No.....

[TENANT DETAILS]

Name of Proposed Tenant/s.....

Proposed Tenancy Address .....

.....

Proposed Rent ..... Proposed Start Date.....

[TENANCY DEPOSIT INFORMATION]

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

Date Paid.....

Name of Person Paying Tenancy Deposit\*\* .....

Address of Person Paying Tenancy Deposit.....

Email/Telephone Number of Person Paying Tenancy Deposit.....

.....

\*\* 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

[AGREEMENT]

- The amount of tenancy deposit is capped at no more than 5 weeks rent where the annual rent is less than £50,000, or 6 weeks rent where the total annual rent is £50,000 or above.
- This tenancy deposit acts as security for the performance of any obligations or the discharge of any liability arising under or in connection with the tenancy for example in case of any damage or unpaid rent or bills at the end of the tenancy.
- This tenancy deposit must be protected in one of the 3 government backed tenancy deposit schemes within 30 days of taking the payment.
- Your landlord must also provide you with information as to where and how your tenancy deposit is protected (known as Prescribed Information) within 30 days of receipt of the payment.

Signature of Landlord (or Agent) ..... Date .....

Signature of Tenant ..... Date.....