

Part 1 Dispute Details

Deposit Certificate Number:

Tenant Name:

Total amount of Deposit held by my|deposits:

£

Date Tenant Vacated:

D	D	M	M	Y	Y	Y	Y
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Part 2 Your Request (Please tick as appropriate)

If you and your Landlord/Agent have agreed to make any deductions to the deposit please tick the relevant box.

I agree for the total amount of the deposit to be released to my Landlord/Agent.

Please proceed to Part 4

I want the whole deposit to be returned to me or I agree for deductions to be made to the deposit.

Please proceed to Part 2

Part 3 Amounts apportioned to each party

Please state below the amount of the deposit you believe should be returned to you and also to your Landlord/Agent.

Amount of deposit to be returned to my Landlord/Agent

£

Amount of deposit to be returned to me (as Tenant)

£

On validation of your application, we will contact your Landlord/Agent and ask them if they agree with the apportionment of the deposit. We will allow them 14 Working Days from notification of the release request to either confirm they are happy with the deductions proposed or to make a new application of which we will notify you of once received.

Part 4 Reason for a proportion of the deposit to be retained

If you have agreed for your Landlord/Agent to make deductions to the deposit please confirm the reasons in the table provided. This information is not provided in support of any dispute that you have or may arise between yourself and your Landlord/Agent.

Reason		Reason	
Cleaning	<input checked="" type="checkbox"/>	Missing Replacement Items	<input checked="" type="checkbox"/>
Damage to Property	<input checked="" type="checkbox"/>	Rent Arrears/Outstanding Bills	<input checked="" type="checkbox"/>
General Redecoration	<input checked="" type="checkbox"/>	Other deductions	<input checked="" type="checkbox"/>

Part 5

Your current correspondence details

Address

 Postcode **Telephone** **Mobile** **Email**

Part 6

Payment method *(Our default method is Bank Transfer to a UK Clearing Bank)*

I wish for any deposit monies that are to be paid back to me are paid into the following Bank Account.

Bank Name **Name on Account** **Account Number** **Sort Code** - - I wish the scheme to send me a cheque once they are satisfied my application has been successful.

Part 7

Declaration

I declare to the best of my knowledge the above information is correct and that the application for the release of the deposit has been made following discussion and negotiation with my Landlord/Agent or that they are not contactable.

Signed: **Date:** **Name:**

When complete please send to:
**mydeposits Jersey, Premiere House, 1st Floor, Elstree Way,
Borehamwood, Hertfordshire, WD6 1JH, United Kingdom**