

SCHEDULE 1

Regulations 12, 13 and 37

The prescribed information to be provided when the tenancy deposit is protected in a tenancy deposit scheme

1. Written information must be supplied by the landlord to the scheme administrator within 14 days from the receipt of the deposit from the tenant detailing:—

- (a) the amount of the deposit paid and the full address to which it relates, including the post code;
- (b) the landlord's full name and date of birth;
- (c) the landlord's contact details to include the address, telephone number(s) including mobile telephone number and a contact email address;
- (d) the landlord's correspondence address (must be in Northern Ireland) if different from (c);
- (e) the name, address and contact number of any agent acting on the landlord's behalf; and
- (f) confirmation of the tenant's contact details including confirmation of the contact details of any relevant person acting on behalf of the tenant.

2. Written confirmation must be supplied by the scheme administrator to the landlord as soon as is reasonably practicable on receipt of the deposit from the landlord confirming:—

- (a) the amount of the deposit protected and the full postal address to which it relates including the postcode;
- (b) details of the tenant including contact details (confirmation of any relevant person details) etc;
- (c) details of the scheme in which the deposit has been protected;
- (d) details of the dispute resolution mechanism associated with that scheme;
- (e) details of how the deposit will be refunded and confirming under what circumstances the landlord may retain some or all of the deposit;
- (f) that the onus is on the landlord to ensure the scheme administrator is notified immediately of any change to the details previously supplied; and
- (g) the procedures that apply under the scheme when the landlord is not contactable at the end of the tenancy.

The scheme administrator must also provide to the landlord a copy of the information leaflet as described in regulation 37 for sharing with the tenant.

3. Written information must be supplied by the landlord to their tenant and any relevant person (i.e. anyone who has paid the deposit on the tenant's behalf) within 28 days from the receipt of the deposit and must detail:—

- (a) the amount of the deposit protected and the full address to which it relates, including the postcode;
- (b) the landlord's full name;
- (c) the name, address and contact number of any agent acting on the landlord's behalf;
- (d) the landlord's contact details to include the address, telephone number(s) including mobile telephone number and a contact email address;
- (e) the landlord's correspondence address (must be in Northern Ireland) if different from (d);
- (f) confirmation of the tenant's contact details including confirmation of the contact details of any relevant person acting on behalf of the tenant;

- (g) details of the scheme in which the deposit will be protected including the details of the dispute resolution mechanism;
- (h) details of how the deposit will be refunded and the circumstances under which the landlord may retain some or all of the deposit; and
- (i) procedures that apply under the scheme when the tenant is not contactable at the end of the tenancy.

The landlord is required to certify that the written information he provides is correct to his knowledge and belief and he shall give his tenant the opportunity to sign the information document by way of confirmation that the information is accurate to the best of his tenant's knowledge and belief.