

## SCHEDULE 1

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

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.