

In order to use our Custodial scheme, you will need to read and accept these terms.

and conditions (the "Terms and Conditions").

Please see below some definitions and explanations of the terms we use frequently throughout this document.

1. Definitions and Explanations of commonly used terms

Adjudication
This is an evidence-based decision making process which results in a Decision about how a Dispute should be resolved.

Adjudicator

This is a qualified expert appointed by us to independently and impartially consider a Dispute and provide a Decision. a Dispute and provide a Decision.

Assured Shorthold Tenancy
This is a tenancy defined as an Assured Shorthold Tenancy under the Housing Act 1998.

Calendar Day A Calendar Day is any day of the week. Custodial Scheme (or Scheme)

A Custodial Scheme is a scheme for the protection of residential tenancy deposits. Custodial Schemes were established in England and Wales under the Housing Act 2004. They are open to any person or organisation taking Deposits for a residential Tenancy. Under our Custodial Scheme, when a Landlord, Letting Agent or Organisation receives a Deposit from a Tenant, they pass the money to us for safekeeping.

mer Service Centre

This is our telephone contact centre. You can contact the Customer Service Centre on 0330 303 0033 between 8am and 6.30pm on Working Days. Our Customer Service Centre closes on bank holidays in England and Wales. Please check the homepage of our website for details

This is the evidence-based decision of an Adjudicator made in relation to a Dispute in accordance with these Terms and Conditions

Deposit

Deposit
This is the money a Tenant gives to their Landlord under the Tenancy Agreement or in connection with the tenancy, who then pays it to us for safe keeping. The Deposit Into some money a remain gives to treat carried order and remaining order that in connection with the tenancy, who then pays it to us for safe keeping. The Deposit is used as a security against a breach of the Tenanc's obligations under the Tenancy Agreement, for example, failure to keep the Property in good repair and failure to pay the rent. Deposits in relation to Assured Shorthold Tenancies are limited to 5 weeks' rent where the annual rent is less then £50,000, or 6 weeks' rent where the annual rent is £50,000 or over.

Deposit ID

This is the unique identifying reference number allocated to a Deposit following the successful submission of the Deposit to us.

Dispute

If at the end of a Tenancy, the Landlord and the Tenant cannot agree on how much

If at the end of a Tenancy, the Landlord and the Tenant cannot agree on how much of the Deposit should be given to each Party, this is a Dispute.

Dispute Resolution Service

Our Dispute Resolution Service is an independent service we provide to resolve Disputes and is a free alternative to going to court. If you use our Dispute Resolution Service, we will collate and summarise evidence provided by each person involved in the Dispute and one of our Adjudicators will review the evidence and make a Decision on how much of the Deposit should go to each Party.

Enhanced Authentication

This is an external service for Landlords and Tenants which requires a 6 digit rade to

This is an optional service for Landfords and Tenants which requires a 6 digit code to be entered via the online service to enable specific changes or transactions

These are all paper forms you must submit to us in order to use the Scheme and include the Cheque Deposit Submission Form, the Deposit Return Request Form (Tenants) or Deposit Repayment Request Form (Landlords), the Statutory Declaration and the Statutory Declaration Notice.

Initial Requirements

The Initial Requirements are those actions the Landlord has to complete within 30

- days of receipt of a Deposit under the Housing Act 2004. They are:

 to protect the Deposit in a government-authorised scheme like
 to give the Tenant a copy of the Prescribed Information. ne like ours: and

Joint Tenancy

This is where more than one Tenant has entered into a Tenancy Agreement with a Landlord.

The Tenants in a joint Tenancy.

Landlord

This means a Landlord of a Tenancy. For the purposes of these Terms and Conditions, the term Landlord includes a Letting Agent or Organisation, where applicable. Landlord ID

This is the unique identifying reference number we give to the Landlord when they register with us

Letting Agent
This is the letting agent who lets or manages a property on the Landlord's behalf.

Nominated Tenant

Nominated Tenant
If there is only one Tenant in a property, that Tenant will also be the Nominated
Tenant. Alternatively, if there is a joint Tenancy, the Nominated Tenant is the person
who confirms to us that they will act on behalf of all joint Tenants in any dealings
with us, the Landlord or Letting Agent or Organisation. If a Relevant Person has
contributed to the Deposit, the Nominated Tenant also acts on their behalf.

Organisation

An Organisation is a company who lets or manages a property on the Landlord's behalf or on its own account including Housing Associations, the N.H.S. and student property associations.

Farties

Means the Landlord and Tenanti's). A "Party" means one or the other.

Prescribed Information

This is the information which must be provided by the Landlord to the Tenant in accordance with the Housing (Tenancy Deposits) Prescribed Information Order 2007.

is a property which is the subject of a Tenancy for which a Deposit is protected. Relevant Person

This is someone who has paid a Deposit to a Landlord on behalf of a Tenant, and who is a 'relevant po Sole Tenancy elevant person' as described in Sections 212 to 215 of the Housing Act 2004.

This is where there is only one Tenant in a Tenancy.

SMS

Means short message service otherwise known as text messaging service.

Statutory Declaration

This is a Form completed by either the Landlord or the Tenant when they are claiming repayment of all or part of the Deposit when the other Party is uncontactable or not responding to correspondence Statutory Declaration Notice

This is a notice we send to confirm we have received a Statutory Declaration and to require additional information from the receiving Party

Statutory Declaration Process
This is a process which may be used by a Party to claim the repayment of all or part of the Deposit when the other Party is uncontactable or not responding to correspondence as further detailed in section 19.

This is an Assured Shorthold Tenancy of a Property under which a Deposit is protected with us or another type of tenancy under which we at our sole discretion agree to protect a Deposit on these Terms and Conditions as if the Deposit related an Assured Shorthold Tenancy.

Tenancy Agreement

This is the written agreement between the Landlord and Tenant relating to the Tenancy of the Property.

Tenant

is the Tenant of a Tena

This is the Tenant of a Tenancy.

The Ministry of Housing, Communities and Local Government ('MHCLG').

This is the government Ministry that has authorised us to provide this service.

The Deposit Protection Service ('The DPS')

The DPS is a trade name of Computershare Investor Services PLC, a company registered in England and Wales with company number 3498808. Its registered office is The Pavilions, Bridgwater Road, Bristol BS13 8AE. Throughout this document, we also refer to The DPS as 'we' or 'us'.

- the transfer of a Tenancy from the existing Landlord to a new Landlord:
- the transfer of a Tenancy from the existing Tenant to a new Tenant; or in the case of a joint Tenancy, a change in the identity of one or more of the joint Tenants (Tenant Transfer).

Working Day

Working Days are days on which our offices are open for business. These are every Monday to Friday, excluding bank holidays in England and Wales. We keep our website – www.depositprotection.com – up-to-date with our opening times. In these Terms and Conditions the use of the words and phrases "other", "including" and "in particular" shall not restrict a general or wide interpretation of any words preceding them where a wider interpretation is possible. Except where the context otherwise requires, words using the singular shall include the plural and vice versa.

2. Information about the Scheme for you

a. These are our Terms and Conditions which govern how we provide the Scheme.

- From time to time we may change these Terms and Conditions. Please see section 34(g) for how such changes will be notified to you.

 b. The ways you can contact us are set out in section 4 "Ways to Contact us".

 c. Our Scheme is free to use except in the circumstances set out in section 25 "Costs".
- d. We limit and exclude our liability to you in certain circumstances in these Terms and Conditions please see subsections 23(j), (k) and (l) "The Adjudication" and section 28 "Liability" for more details.
 e. We are entitled to reject a Dispute from our Dispute Resolution Service or make
- a payment of the Deposit to the other Party where one Party does not comply with these Terms and Conditions, please see subsections 20(j) and 21(a) for
- Subject to these Terms and Conditions the Landlord and Tenant are free to agree to leave the Scheme at any time without penalty.

 How our Custodial Scheme works
 Our Custodial Scheme is free to use (with some exceptions, explained later in these Terms and Conditions) and is open to all Landlords. Below is an overview of how it works.

- a. After taking a Deposit from a Tenant, the Landlord must protect the Deposit within 30 Calendar Days of receiving it in order to avoid the consequences set out in the Housing Act 2004. We will accept Deposits submitted after 30 Calendar Days. b. Once we have protected a Deposit, we will send confirmation to the Landlord,
- the Tenant and any Relevant Person (see section 12 for details about what we send). The Landlord must also give the Prescribed Information to the Tenant. Landlords can print a Prescribed Information form which is pre-populated with the information they have entered into the Landlord's online account at www.depositprotection.com. The Landlord will need to provide additional information to complete the Prescribed Information.
- At the end of the Tenancy, the Landlord and Tenant should try to agree how much of the Deposit should be paid to the Landlord, Tenant or the Relevant Person (if there is one). If the Parties can agree, the Landlord and Tenant must confirm the following on their repayment Forms or online submissions: i. the amount of the Deposit that should be repaid to the Landlord with reasons; and

- the amount of the Deposit that should be repaid to the Tenant with reasons
- d. If the Landlord and the Tenent agree, we will pay out the amount the Landlord and Tenant agree should be repaid to each of them as detailed on the repayment Form or online submission.
 e. If there is a Dispute regarding the repayment of part or all of the Deposit, it will be
- referred to our Dispute Resolution Service, unless we are instructed orise
- f. If one Party instructs us that they do not wish to use the Dispute Resolution Service, the Deposit will be suspended until we are notified that both Parties do wish to use the Dispute Resolution Service, or we are informed that the Parties have reached agreement as to distribution of the Deposit, or we are presented with a court order relating to repayment of the Deposit in accordance with section 24.

 g. The Landlord or Tenant may follow the Statutory Declaration Process if they have no current address for the other Party or if the other Party fails to respond to a
- written notice from the claiming Party claiming some or all of the Deposit within 14 Calendar Days of the date of the notice.

 4. Ways to contact us a. The Online Service

- Landlords can register online and anyone using our Service can complete
- submissions online by visiting www.depositprotection.com.

 Parties can also communicate with us by visiting the 'Contact' section at www.depositprotection.com.
- ii. If a Dispute is being dealt with by the Dispute Resolution Service, we can be
- contacted at disputes@depositprotection.com.

 Except in the circumstances outlined in section 30 of these Terms and Conditions, our online service will be available 24 hours per day.

b. Customer Service Centre

The Customer Service Centre is available to

- help Landlords, Letting Agents and Tenants to use the Scheme; process requests for Forms;
- manage new registrations of Landlords and Letting Agents; and
- process requests for repayment and responses. We ask callers a series of questions in order to identify them. If callers cannot give satisfactory answers to the questions asked, we will not be able to help.

c. Paper Based Service

- er Based Service

 If you cannot access our online service you can request a Form, either by phone or in writing. All letters and completed Forms should be sent to the address at section 36 of these Terms and Conditions. Any Forms requested will be pre-printed with as much relevant information about the transaction as we have and we will mail them to the address of the
- requesting Party. We cannot accept photocopied or altered Forms w to create an account

I. Landlords

- a. When a Landlord creates an account with us, all information provided must be
- up-to-date and correct.

 Landlords (but not Letting Agents or Organisations) must provide the following mandatory pieces of information to create an account:

 i. the Landlord's first name, surname and title:

 the Landlord's first name, surname and title:
- the Landlord's contact address including the town, country and postcode; at least one valid UK contact telephone number for the Landlord (including UK mobile phone numbers); and a valid email address for the Landlord (if creating an account online).
- c. Letting Agents and Organisations must provide the following mandatory pieces of information:

- Intermetion:
 the full name and title of the Letting Agent or Organisation's primary contact;
 the full name or company name of the Letting Agent or Organisation;
 the contact address of the Letting Agent or Organisation;
 at least one contact telephone number for the Letting Agent or Organisation; and
 a valid email address for the Letting Agent.
 andiord can create an account online at www.depositprotection.com or by
 top 0.333, 333, 0.332. calling 0330 303 0033.
- When Landlords submit their first Deposit through the Custodial Scheme they must confirm that they have read and agree to be bound by these Terms and Conditions including the Privacy Policy at section 32. Each time the Terms and Conditions are updated Landlords must accept the new Terms and Conditions e. When
- to continue using the service. If Landfords do not accept the new Terms and Conditions they will not be able to continue using the online service. Landfords must supply a valid email address and select a password to use the online service. Landfords must keep this password secure at all times and it should not be disclosed to anyone.
- g. Landlords will receive an email containing a link to activate their account. The Landlord must click the link in the email and log in within 48 hours of the issue of the link. After 48 hours the link will expire and the Landlord will need to request a new activation link.
- h. If Landlords forget their password they can ask us to reset it. We will send an email to their registered email address with a new activation link which will be valid for
- nce the Landlord's account has been activated, the Landlord will be provided with their account reference through the online service:
- j. Landfords must enter their registered email address and password for the following:
 i. to log into their online account:
 ii. to access all the information we store that relates to them;
 iii. to update any such data;
 iv. to pay a new Deposit to us;
- to perform any actions during a Tenancy; to manage their Deposits; and to instigate the Deposit repayment process.

- k. All Landlords who create an account through the Customer Service Centre will be
 - rovided with a confirmation in writing of: their unique Landlord ID. This will also be provided over the teleph
- The website address at which they can view the Terms and Conditions online, which will be sent within 3 Working Days of registration. On receipt of this confirmation Landlords will be deemed to have accepted these Terms and Conditions unless we are notified otherwise in writing. If a Landlord does not accept the Terms and Conditions they must not use the service. If a Landlord continues to use the service after notifying us that they do not accept the terms and conditions they will be deemed to have accepted the Terms and Conditions.

 Landlords may opt to apply Enhanced Authentication to their account, if a Landlord
- opts for Enhanced Authentication, they may only enable the following changes or transactions if they enter a 6 digit code to the online service which we will provide to the Landlord's email address or mobile phone via SMS:
- Changes to contact details (name, address, telephone number, email address) under section 13:
- Initiating a Landlord Repayment Request under section 16. Changing the Tenants in a Tenancy under section 13.II; and Changing the Landlord in a Tenancy under section 13. I.

II. Tenants

- a. The Tenant will receive an email containing a link to activate their account. The Tenant must click the link in the email and log in within 48 hours of the issue of the link. After 48 hours, the link will expire and the Tenant will need to request a new activation link.
- b. The Tenant must select a password to use the online service. The Tenant must
- keep this password secure at all times and should not disclose it to anyone.
 If Tenants forget their password they can ask us to reset it. We will send an email to their registered email address with a new activation link which will be valid for 48 hours.
- d. When Tenants first log into their account they must confirm that they have read and acknowledged the Terms and Conditions including the Data Protection Notice and Privacy Policy at section 32. Each time the Terms and Conditions are updated Tenants will be invited to read and acknowledge the new Terms and Conditions If Tenants do not read and acknowledge the new Terms and Conditions they will not be able to continue to use the online service and we will not be able to take instructions from them.
- e. Tenants must enter their registered email address and password for the following:

 - to log in to their online account; to access all the information we store that relates to them; to update any such data; and

 - to instigate the Deposit repayment process
- f. Tenants may opt to apply Enhanced Authentication to their account. If a Tenant opts for Enhanced Authentication they may only enable the following changes or transactions if they enter a 6 digit code to the online service which we will provide to the Tenant's email address or mobile phone via SMS:
 - Changes to contact details (name, address, telephone number, email address) under section 13; and Initiating a Tenant Repayment Request under section 17.

6. Adding a Property

Landlords can add a Property or multiple Properties in their online account before submitting any Deposits to us

7. Creating a Tenancy

- rds can create a Tenancy in their online account before submitting any Deposits
- b. To create a Tenancy, a Landlord must provide a name together with a contact obile tele mber or email address for any Tenants and an email address for any Relevant Person.
- c. Once a Tenancy has been created an email will be sent to all Tenants' registered

- email address(es) along with a link to activate their online account(s).

 8. Joint Tersancies and Third Parties (Nominated Tenant)

 a. At the end of the Joint Tenancy one Tenant must liaise with us with regard to the return of the Deposit. That Tenant will be the Nominated Tenant, and will be responsible for representing the interests of all Joint Tenants (and any Relevant). Person). The Nominated Tenant will act on behalf of all Joint Tenants specifically
 - onnection with: the Deposit repayment process;
- any Statutory Declaration: the provision of Tenant's evidence; or
- iv. any other relevant Form or submission.

 b. It is the Nominated Tenant's responsibility to try and agree with the Landlord how the Deposit should be distributed at the end of the Joint Tenancy.
- the Deposit should be distributed at the end of the joint Tenancy.

 C. The Nominated Tenant must submit repayment instructions on behalf of all of the joint Tenants whether online, by phone or using the paper process.

 d. Instructions on behalf of joint Tenants will only be accepted if the Tenant who gives the instruction confirms that they act on behalf of all joint Tenants with regard to the repayment process. From then on instructions will only be accepted if they have been authenticated by the Nominated Tenant either by entering the Nominated Tenant's account information when using the online service, or by answering security questions when using the Customer Service Centre or their signature when using the paper process. The Landlord is responsible for managing the Tenants' (and Relevant Person's) relationship in a joint Tenancy. The Landlord must: i. complete the Deposit Submission Form;

- ensure that the responsibilities of the joint Tenants are fully understood by all joint Tenants, and any Relevant Person; and



- explain to the joint Tenants that the Nominated Tenant process will come nto effect at the repayment stage and that the Nominated Tenant will act on
- behalf of all joint Tenants and any Relevant Person.

 f. The joint Tenants must ensure that Joint Tenancy Information is kept up-to-date.
 g. We are entitled to deal with and take instructions from the first Joint Tenant who comes to us with a valid instruction and confirms that they act on behalf of all joint. Tenants (the Nominated Tenant).
- If no Joint Tenant confirms that they act on behalf of all Joint Tenants we will not be able to process instructions for the Joint Tenants.

9. Initial Requirements

Sections 10 (Deposit Submission) and 11 (Payment Options) of these Terms and Conditions comprise the Initial Requirements for the purposes of the Housing Act 2004. 10. Deposit Submission

- a. After creating a Tenancy in their online account the Landlord can submit a Deposit for protection either online through their account at www.depositprotection.com or with a Cheque Deposit Submission Form sent to us by post. It is the Landlord's responsibility to submit Deposits for protection within 30 Calendar Days of receipt from the Tenant.
- c. Landlords will not be able to submit a Deposit unless all mandatory information
- has been provided.
 d. Landlords can increase the amount of an existing Deposit at any time during the Tenancy, subject to the limitations as defined in the 'Deposit' definition within Section 1 of these terms and conditions.
- e. If Landlords create a Tenency profile but do not submit a Deposit for protection within 60 Calendar Days, we will cancel the Tenancy profile and Landlords will need to create a new Tenancy profile before a Deposit can be submitted for that Tenancy. We will also inform the Tenant that the Deposit has not been protected with us
- Tenant Fees Act 2019. We shall not be responsible to Tenants or Landlords if a Deposit does not comply with the Tenant Fees Act 2019.

11. Payment options

- The Landlord must ensure that they pay the correct amount of Deposit to us. Deposits can be paid to us by bank transfer, debit card or cheque.

I. Bank Transfers

- a. Bank transfer payments can only be used for online custodial Deposit submissions and must be made using our 6 digit sort code and the Landford's unique 8 digit account number which will be displayed when a Landford opts to pay by Bank transfer in their online account. Landfords must add a reference number to the payment. b. Payments we receive can be allocated to custodial Deposits manually or
- nationatically. Automatic allocation will only occur if the amount paid exactly matches a custodial Deposit awaiting payment and/or the reference number on the Landlord's bank transfer matches the reference specified by the Landlord. If for any reason we are unable to match a payment to a Deposit, then the funds will be credited to the Landlord's account for the Landlord to allocate manually.
- c. If manual allocation is required, the Landlord must log in to their online account and manually allocate the submitted funds to the relevant custodial Deposit. It is the Landlord's sole responsibility to manually allocate funds in order to ensure that the Deposit is protected.
- d. Bank Transfers are non-reversible. If you think that an over-payment has been made, then you must contact us on 0330 303 0033 or by visiting the "Contact" section at www.depositprotection.com.
 II. Dable card narrows.

II. Debit card payments

- Debit card payments can only be used for online custodial Deposit submissions. If a Landlord wishes to pay by debit card, they must select this option on the payment page following creation of the Deposit in the online system. We use Worldpay to process debit card payments.
- d. When a Landlord pays by debit card their details are sent to Worldpay in order to
- process payment.
 We do not store Debit Card details.
 Confirmation that a successful card transaction has taken place will be provided to the Landlord in real time.
- g. We will provide confirmation to the Landlord when the payment clears, by email within 5 Calendar Days of processing the debit card payme

- III. Cheque payments
 a. Cheque payments must be submitted to us by post with the Cheque Deposit
 Submission Form to the address in section 36 of these Terms and Conditions.
- Cheque Deposit Submission Forms can be requested by telephone from our Customer Service Centre.
- c. All cheques must be made payable to The Deposit Protection Service, be dated within the past 3 months of the date of processing, be signed by an authorised signatory of the account and be drawn in pounds Sterling on a UK bank account. Words and figures must match and be equal to the full amount of the Deposit as stated on the Cheque Deposit Submission Form. The reverse of the cheque should be marked with the Landlord's ID and the Deposit ID for the relevant Tenency.
- d. If the cheque does not meet all of the criteria above, we reserve the right to reject it and return it to the Landlord within 4 Working Days of receipt, identifying the reason for its rejection.
- e. Accepted cheques will be banked within 1 Working Day of receipt. We will issue a confirmation that the Deposit has been protected within 5 Calendar Days of a eared cheque
- f. In the event that cheques are returned unpaid, we reserve the right to charge a fee of £25.89 which the Landlord must pay. Until this fee is paid, we won't accept any Deposits from that Landlord for that Tenancy.

- 12. What happens after the Deposit has been protected?

 a. We will send an email confirming protection of the Deposit to:

 i. the Landlord's registered address or the Landlord's registered email address;

 ii. all Tenants' registered email addresses. We will also send a link to Tenants.

- to activate their online account if they have not done so already. If we do not know the Tenants' email addresses, we will send confirmation by post to the Property. If we do not know the Tenants' email addresses and the Deposit has been paid more than 14 Calendar Days before the start date of the Tenancy, we will send confirmation to the Property in time for the Tenancy start date; and
- the email address of any Relevant Person registered on the Deposit. We will also send the Relevant Person a certificate confirming protection of
- the Deposit.

 b. Tenants will be able to use their email address and password to log in to the online service and view the Deposit, a certificate confirming protection of the Deposit, Tenancy details and other information we hold regarding the Tenancy.

 If with the defendance is the provided the Tenancy of the Deposit, and the provided the Tenancy.
- If, at the end of a Tenancy's fixed term period, the Tenancy continues on a statutory periodic basis or a new fixed term period is agreed, we will continue to protect the Deposit and treat it as if it had been received in respect of the statutory periodic ancy or new fixed term tenancy

- 13. Making changes to your account a. Tenants can update their own contact details, at any time. This can be done on our website, on the phone, or in writing. Tenants must keep all forwarding addresses, and all other contact details up-to-date
- b. Landlords can change their own contact details, or notify us of a change of Landlord
 or request a change of Tenant, Landlords must ensure that all information we
 hold in relation to Tenancies, and Deposits for which they are responsible are upto-date and factually correct.
- If either a Landlord or a Tenant has opted for Enhanced Authentication they will have to enter a 6 digit code in order to make these changes. We will provide that code to the Landlord or Tenant's email address or mobile phone via SMS.

- code to the Landlord or Tenant's email address or mobile phone via SMS.

 1. Changing the Landlord of a Tenancy
 a. If the Landlord changes, the outgoing Landlord must effect a change of Landlord via their online account. We will not register a change of Landlord unless:
 i. the incoming Landlord has an account with us with a valid Landlord ID; and ii. the outgoing Landlord has the incoming Landlord's Landlord ID; and the have had no contact from the outgoing Landlord and a Tenant tells us that the Landlord of the Tenancy has changed, we will inform the Tenant that the incoming Landlord should contact us with reasonable supporting evidence to confirm this. confirm this.
- c. If an incoming Landlord contacts us with reasonable supporting evidence which suggests that the Landlord of the Tenancy has changed, we will contact the outgoing Landlord to confirm this, giving them 7 Calendar Days to respond. If the outgoing Landlord does not call us at the Customer Service Centre on 0330 303 0033 within 7
- Calendar Days, we will transfer the Tenancy to the incoming Landlord.

 d. if the outgoing Landlord does call us within 7 Calendar Days, disputing that there has been a change in Landlord, we will not complete the transfer. In this instance the incoming and outgoing Landlords must agree which one of them should be registered as Landlord with us, or the Deposit should be repaid in accordance with section 14 of these Terms and Conditions
- In the event of a change of Landlord, we will send confirmation and details of the change including the new Deposit ID to:
 the outgoing Landlord, Letting Agent or Organisation as applicable;
- iv. the incoming Landlord, Letting Agent or Organisation as applicable; and v. all Tenants at the Property.

II. Changing Tenants in a Tenancy a. A change of Tenant process should only be used:

- when a Tenant is leaving a joint Tenancy and the Landlord has no claim against the Deposit for the Tenant leaving the Joint Tenancy: when a Tenant is leaving a joint Tenancy and a new Tenant is being added to a joint Tenancy and the Landlord has no claim against the Deposit for the Tenant leaving the joint Tenancy.
- Tenant, leaving the joint Tenancy.

 iii. when a new Tenant is being added to a joint Tenancy only; or
 iv. when a Tenant is leaving a Sole Tenancy and being replaced by another Tenant and
 the Landlord has no daim against the Deposit for the Tenant leaving the Tenancy.
 b. Landlords will be able to add or remove Tenants from a Tenancy via their online account.
- c. If a Landlord has opted for Enhanced Authentication they will have to enter a 6 digit code in order to add or remove Tenants from a Tenancy. We will provide that code to the Landlord or Tenant's email address or mobile phone via SMS.

 d. When a Landlord adds a Tenant to a Tenancy via their online account this will happen immediately. We will send confirmation of that change by email to:

- the Landlord, Letting Agent or Organisation in respect of the Property; the Tenants who will continue to reside in the Property; any incoming Tenants; and
- any outgoing Tenants.
- e. When a Landlord seeks to remove either a joint Tenant or a Sole Tenant from a When a Landbord seeks to remove either a joint Tenant or a Sole Tenant from a Tenancy via their online account, we will email the affected Tenant to tell them. We will also tell the Tenant that if they do not want us to remove them from the Tenancy they must call us via the Customer Service Centre on 0330 303 0033 within 7 days of our email. We will not complete the Landbord's request if the Tenant contacts us within 7 days of our email informing us that they do not want us to remove them from the Tenancy. If the Tenant does not contact us, we will complete the removal as the Landbord has requested.
- f. We will not repay any part of the Deposit to outgoing Tenants unless the repayment ocess is completed
- Where a Tenant is removed from a joint Tenancy it is the remaining Tenants' responsibility to arrange any payments to an outgoing Tenant or Releva III. Scheme Transfers

a. If a Landlord wants to transfer a Deposit we are protecting to another Scher they can email their request to support@depositprotection.com. They will need to send a list of all the Deposits they want to transfer. They also need to send us the details of the Scheme to which we should transfer the Deposits.



- b. If we are satisfied that we have received all the required information, as soon as is reasonably practical, we will:

 - transfer the relevant Deposit monies directly to the other Scheme; send the other Scheme a list of all details of the Deposits we have transferred, an close the relevant Deposits and Tenancies on the Landford's online account.
- c. We reserve the right to make further enquiries of any Landlord on receipt of a C. We reserve the right to make further enquiries of any Landlord on receipt of a request to transfer Deposits to another Scheme.

 14. Deposit repayment - General

 a. We will not release any part of the Deposit unless:

 i. all Parties have agreed to us doing so; or

 ii. there is an undisputed Statutory Declaration claim; or

 iii. there is a Decision from an Adjudicator; or

 iv. we are passed a court order which refers specifically to the Deposit and/or the Scheme Administrator and the amount of the Deposit to be paid out; or

 v. such release is negmitted as a result of a failure by wither Parties overwhy with

- such release is permitted as a result of a failure by either Party to comply with
- our Dispute Resolution Service procedure.

 b. We will not repay the Deposit within 28 Calendar Days of it being protected, if you want to start the Deposit Repayment process before this time, please contact us.
- either online or by calling the Customer Service Centre.

 C. Landlords and Tenants must attempt to agree the fair distribution of the Deposit before entering the Dispute Resolution Service at the end of the Tenancy.

 d. If one Party claims all or part of a Deposit, we will notify the other Party by e-mail
- or post.
- Repayments can be either:
 wholly agreed (all Parties agree on who should receive the Deposit at end of the Tenancy and no disputed amount exists).
 partially agreed (the Parties agree on the repayment of part only of the
- Deposit and a Dispute exists in relation to the balance; or iii. disputed (there is a Dispute as to how the entire Deposit should be repaid). Any agreed repayment amounts will be repaid within 5 Calendar Days of notification to us of both Parties' agreement in accordance with these Terms
- g. Repayment of all or part of the Deposit will be made either by:
 i. direct BACS transfer to the Landlord's and/or Tenant(s)' accounts;
 ii. Sterling cheque; or

and Conditions

- a combination of the two methods in accordance with the Parties' direction
- h. Cheques can be made payable to either the Landlord or Agent, the named Tenantis) or a nominated third party, where authorised.

 i. Direct SWIFT payments can also be made to overseas bank accounts for a fee of £25.89.

 j. We will provide confirmation of the amount of the repayment paid to each Party to:
- - the Landlord: and
 - all the Tenants
- its will only be made on the satisfactory completion of additional checks, for example anti-money laundering. 15. Deposit Repayment - Requests

- Either Party can start the repayment process by completing one of the following steps:

 i. submitting a Deposit repayment request through an online account;

 ii. submitting a Deposit repayment request by telephone with the Customer
 - Service Centre; or
- submitting a Deposit Return Request Form (Tenants) or Deposit Repayment. Request Form (Landlords) by post, These Forms can be requested by calling the Customer Service Centre). Ħ.

16. Landlord Repayment Requests

I. Whole Deposit returned to Tenants

- If you are a Landlord and you want to initiate full repayment of the Deposit to the Tenant you must: Log into your online account: and

 - if you have opted for Enhanced Authentication you will have to enter a 6 digit code in order to instruct this. We will provide that code to your email address

- code in order to instruct this. We will provide that code to your email address or mobile phone via SMS;

 iii. confirm that you wish to make a full repayment of the Deposit to the Tenant, b. We will notify all Tenants of the Landlord's full repayment request.

 C. If you are a Tenant responding to a Landlord's full repayment request you must:

 L. log into your online account;

 ii. confirm that you act on behalf of all Joint Tenants with respect to the Repayment Process in accordance with section 8 if applicable:
- provide details of the repayment method including sort code, account number land reference if applicable) or cheque payment you would like us to use for each Tenant or Relevant Person; and confirm your instructions for repayment. iii.
- d. We will repay the Deposit in accordance with the Nominated Tenant's direction within 5 Calendar Days of notification to us.
 e. We will confirm repayment to all Parties in writing.
 II. Landlord making Deductions from Deposit

online account.

- a. If you are a Landlord, and you wish to make deductions from the Deposit you must. The Deposit Protection Service Custodial Terms and Conditions
 by Interpolate Protection Service Custodial Terms and Conditions
 in Joy
 - tell us the amount of each deduction you wish to make from the Deposit; and
- W. give us details of the repayment method, bank sort code, account number land reference if applicable) you would like us to use.
 When we receive a repayment request from the Landlord with claims for deductions, we will email or write to the Tenants notifying them of a claim for deductions against the Deposit which they can view and respond to through their calloss recognitions.

- c. If you are a Tenant, responding to a Landlord repayment request with deductions

 - log into your online account; confirm that you act on behalf of all joint Tenants with respect to the

 - Repayment Process in accordance with section 8 if applicable; agree or disagree with each claim for deductions made by the Landlord; confirm any amounts you agree to pay to the Landlord with regard to their deductions (if any):
- if you do not agree to pay any sums from the Deposit to the Landlord you must reject the claim in full; and
- provide details of the repayment method, bank sort code, account number (and reference if applicable) or cheque payment you would like us to use for each Tenant or Relevant Person.
- d. If you are a Landlord, and your claim is rejected and you still wish to make
- if you are a Landlord, and your claim is rejected and you still wish to make deductions from the Deposit you must.

 log into your account;

 it. tell us the amount of each deduction you wish to make from the Deposit, and the reason why you are making the claim. If you have multiple reasons for requesting deductions, you will need to list all of them; and lill. give us details of the repayment method, bank sort code, account number (and reference if applicable) you would like us to use.
- When we receive a repayment request from the Landlord with claims for deductions, we will email or write to the Tenants notifying them of a claim for deductions against the Deposit which they can view and respond to through their
- If you are a Tenant, responding to a Landford repayment request with deductions. you must:
- Imust:
 log into your online account:
 confirm that you act on behalf of all joint Tenants with respect to the
 Repayment Process in accordance with section 8 if applicable;
 agree or disagree with each claim for deductions made by the Landlord;
 confirm any amounts you agree to pay to the Landlord with regard to their
 deductions (if any);
 if you do not agree to pay any sums from the Deposit to the Landlord you
 must extend agree to pay any sums from the Deposit to the Landlord you
 must extend agree to pay any sums from the Deposit to the Landlord you

- must enter £0 against the deduction claims and state your reasons;
- provide details of the repayment method, bank sort code, account number (and reference if applicable) or cheque payment you would like us to use for each Tenant or Relevant Person; and accept or reject the use of the Dispute Resolution Service to resolve any
- dispute; and
- viii. agree to be bound by any Decision.

 If any sum from the Deposit is not claimed for deduction by the Landlord they will be released to the Tenant, Nominated Tenant or Joint Tenants (as applicable) within 5 Working Days after confirmation of the repayment method has been made by the Nominated Tenant.
- h. Once the Nominated Tenan; has responded we will send a notification for the Landlord to review the Nominated Tenant's response and invite the Landlord to accept or reject the Nominated Tenant's response.
- i. If the Nominated Tenant has agreed to any or all of the claims for deductions made by the Landlord we will pay the agreed sums to the Landlord in accordance with their direction within 5 Working Days of the Landlord confirming their acceptance of the Nominated Tenant's response.
- j. If the Nominated Tenant has responded to our notification confirming that they do not agree with all or part of the claims for deductions made by the Landlord in the Landlord's repayment request, but does agree to the Dispute being referred to our Dispute Resolution Service it will be referred to our Dispute Resolution Service in accordance with the procedure set out in sections 20 to 23 of these Terms and Conditions provided that the Landlord also confirms that they agree to use our
- Dispute Resolution Service.

 If the Nominated Tenant has responded to our notification confirming that they do not agree to use our Dispute Resolution Service, but the Landlord does, the Deposit will be placed on hold until either the Tenant agrees to use our Dispute Resolution Service, or until the Parties reach agreement and communicate that agreement to us or until we receive a court order. Please see section 24 for more details.

- 17. Tenant's repayment request a. A Tenant can submit a Deposit return request. If you are a Tenant you must:
- log into your online account;

 If you have opted for Enhanced Authentication you will have to enter a 6 digit code in order to make this request. We will provide that code to your email code in order to make this request.
- confirm that you act on behalf of all joint Tenants with respect to the repayment process in accordance with section 8 (as applicable); confirm the amount you believe is due to each Tenant and any Relevant Person;

- confirm any deductions to be paid to the Landlord; provide any reasons for each deduction to be paid to the Landlord; provide details of the repayment method, bank sort code, account number (and reference if applicable) you would like us to use for each Tenant or Relevant Person; and
- viii. accept or reject the use of the Dispute Resolution Service if necessary to
- resolve any Dispute and agree to be bound by any Decision.

 b. Upon receipt of a Tenant's Deposit return request, we will notify the Landlord of the Deposit return request, by email or by post.

 c. If you are the Landlord responding to a Tenant's Deposit return request you must:
- log into your online account; and
- agree or disagree with the repayment claim made by the Nominsted Tenant; confirm the amount you believe is due to the Landlord with reasons;



- provide details of the repayment method, bank sort code, account number land reference if applicable) or cheque payment you would like us to use for payment; and
- accept or reject the use of the Dispute Resolution Service if necessary to resolve any Dispute and agree to be bound by any Decisio

d. If the Landlord

- agrees with any or all of the repayment requests made by the Nominated
- Tenant the agreed sums will be paid out within 5 Working Days. does not agree with the repayment request made by the Nominated Tenant, the Nominated Tenant's request will be rejected and the Landlord will need to make a repayment request of their own.

- Repayment requests on paper or by the Customer Service Centre
 The Landlord can complete a Deposit Repayment Request Form in order to make deductions from a Deposit.
 The Tenant can complete a Deposit Return Request Form in order to reclaim the
- whole or part of a Deposit
- C. On receipt of either form the DPS will invite the other Party to respond to the claim by way of a response Form.
 d. If there is a Dispute, the Landford and the Tenant must confirm a breakdown of
- the total amount in dispute and the Parties should confirm that: they each agree that the Dispute be referred to our Dispute Resolution Service in accordance with these Terms and Conditions; and they will be bound by the Decision of the Adjudicator.
- If a Party fails to provide us with any of the above information, we will reject the relevant Form and refer it back to the initiating Party for resolution.

 Parties can also respond to claims by calling our Customer Service Centre.

 The Statutory Declaration Process

 When can it he used?

I. When can it be used?

- The Statutory Declaration Process is a method of repayment. It is used when:
 the Landlord has no current address for the Tenant; or
 ii. the other Party has failed to respond to the claiming Party's written notice in relation to the distribution of the Deposit within 14 Calendar Days. In this case a copy of the written notice sent to the other Party must be attached. If a repayment claim has been started online, this will be deemed written notice, evidence of which does not need to be attached; the Tenant has no current address for the Landlord; or
- the Landlord fails to respond to the Tenant's written notice requiring that the Tenant be paid some or all of the Deposit within 14 Calendar Days of Landlord's receipt of Tenant's notice. a liability of the Tenant to the Landlord arising under the Tenancy which relates
- to damage to the Property, or loss of or damage to property at the Property.

 b. The following criteria must be met before the Statutory Declaration Process can
- as least 14 Calendar Days must have passed since the end of the Tenancy (i.e., the contractual end of the Tenancy or where notice has been given and has expired); and
- reement has not been reached between the Landford and Tenant about the
- Deposit repayment; and one of the relevant conditions set out in (a)(i) to (a)(v) above have been met; and
- the claiming Party believes they should be repaid some or all of the Deposit; and any amount claimed by the Landlord must be referable to: 1. an amount of unpaid rent or any other sum due under the terms of the

 - Tenancy; or
 - a liability of the Tenant to the Landlord arising under or in connection with the Tenancy which relates to damage to the Property, or loss of or damage to property at the Property. Claims for damage caused by fair wear and tear will be rejected.

- III. The Statutory Declaration Process
 a. The Party who wishes to use the Statutory Declaration Process must provide us with a Statutory Declaration making a claim for all or part of the Deposit. This must be at least 14 Calendar Days after the Tenancy has ended.
- b. Parties can get a Statutory Declaration through the their online account or by calling 0330 303 0033. If the Party requests a Statutory Declaration online it will be partially populated with the Tenancy details which we hold. This document can be modified by the Party and printed in order to be completed.
- The Statutory Declaration must be sworn or affirmed in the presence of a solicitor.

- a commissioner for oaths, or a magistrate.
 d. The Statutory Declaration must contain the following information:
 i. the date on which the Tenancy ended;
 ii. confirmation that the Parties have failed to reach agreement about repayment of the Deposit, with details of any communications between them since the
 - end of the Tenancy; justification for the amount of the Deposit claimed, with particulars of any facts relating to it (including a calculation);
 - confirmation of whether the Statutory Declaration is being made on the hasis that:
 - the Party making the claim has no current address for, or other means of contacting the other Party. In this case the claiming Party must give details of any address (other than the Property) and other contact details including telephone numbers or email addresses) which they have for the other
 - Party; or

 2. the other Party has failed to respond to the claiming Party's written notice in relation to the distribution of the Deposit within 14 Calendar Days. In this case a copy of the written notice sent to the other Party must be attached. If a repayment claim has been sent to the other Party via the not need to be attached.

- any information the claiming Party has as to the whereabouts of the other person:
- confirmation that the claiming Party gives their consent for the Dispute to be resolved through our Dispute Resolution Service (in the event of the other Party disputing that the claiming Party should be paid all or part of the Deposit):
- confirmation that the claiming Party considers that they are entitled to be paid all or part of the Deposit as claimed; and the claiming Party makes a Statutory Declaration in the knowledge that if they knowingly and wilfully make a false declaration, they may be liable to prosecution under Section 6 of the Perjury Act 1911.

- III. Statutory Declaration Process Statutory Declaration Notice and Resolution a. Once we have received a properly completed Statutory Declaration which meets the above requirements, we will issue a Statutory Declaration Notice and a summary of the claim to the other Party's registered address, asking them to
 - indicate within 14 Calendar Days of receipt:
 i. whether they accept that the claiming Party should be paid the whole of the amount claimed:
- whether they accept that the claiming Party should be paid part of the amount claimed and if so, how much; and
- if they do not accept that the claiming Party should be paid the whole of the amount claimed, whether they consent to the Dispute being resolved by our Dispute Resolution Service. We will also, where possible, send notification that
- a postal notice has been issued by email or SMS.

 b. The Party who receives the Statutory Declaration Notice must complete and return to us the Statutory Declaration Notice so that we receive it within 14 Calendar Days of when we issued it (the Statutory Declaration Notice deadline). They must also indicate their responses to a. (i) (ii) above. If we do not receive the completed Statutory Declaration Notice within the Statutory Declaration Notice deadline, we will release the full amount claimed to the claiming Party within 10 Calendar Days of the Statutory Declaration Notice deadline.

 c. If the receiving Party completes and returns the Statutory Declaration Notice so
- that we receive it within the Statutory Declaration Notice deadline and confirming that they agree that the whole or part of the amount claimed should be paid to the claiming Party, we will pay any agreed amount to the claiming Party within 10 Calendar Days of the date when we receive the Statutory Declaration Notice.
- d. If the other Party completes and returns the Statutory Declaration Notice so that we receive it before the Statutory Declaration Notice deadline and confirming that they do not agree that the claiming Party should be paid all or any of the amount claimed, we will inform the claiming Party that their claim has been rejected wholly or in part and will request evidence from both the other Party and the claiming Party in relation to the dispute. Where users do not have an online account we will provide a summary of the other Party's Statutory Declaration Notice. Details of the other Party's rejection reason(s) can be viewed via the claiming Party's online account. Once we have issued the request for evidence both Parties
- will have 14 Calendar Days from the date of issue to respond.
- f. If the other Party completes and returns the Statutory Declaration Notice so that we receive it within 14 Calendar Days, but does not indicate whether they consent to the Dispute being resolved by our Dispute Resolution Service, we shall assume they consent to the use of our Dispute Resolution Service

- g At the end of the 14 days, the case will be referred to an Adjudicator (see Adjudication at section 23 below).

 h. We will release any undisputed amount to the Party or Parties concerned.

 i. Any evidence submitted by either Party after the Dispute has been referred to the Adjudicator will not be considered by the Adjudicator if a Decision has already. been made. We reserve the right to refuse to pass any evidence to the Adjudicator after the cut-off date for submission of evidence has passed.

 O. The Dispute Resolution Service - General rules for using our Dispute

Resolution Service

- a. To use our Dispute Resolution Service, Landlords and Tenants must have completed a repayment Form or online repayment request with notification of a Dispute or completed the Statutory Declaration Process, They must consent or be deemed to have consented to our Dispute Resolution Service and confirm that
- be deemed to have consented to our Dispute Resolution Service and confirm that they will be bound by the Decision.

 b. If the repayment Form or the online repayment request has been completed incorrectly or if any of the mandatory declarations have been struck out, then the Dispute cannot be referred to our Dispute Resolution Service, in this case, we will direct those involved to pursue the Dispute through the courts. As detailed in section 24 below, we will continue to hold the Deposit until we receive a court order instructing us to repay it, or an instruction to repay it signed by both Parties.

 c. If you agree to use our Dispute Resolution Service, you may not withdraw your agreement in the future.
- agreement in the future. If either Party does not agree to use our Dispute Resolution Service to resolve the Dispute, they must resolve the matter by agreement or through the courts. The Party refusing to use our service must start the required court proceedings within 6 months of notifying us of their refusal. If they do not, we may award the
- disputed amount to the other Party.

 e. We will only send Disputes to our Dispute Resolution Service if both the Landlord and Tenants comply with these Terms and Conditions.

 f. Use of our Dispute Resolution Service does

- f. Use of our Dispute Resolution Service does not remove the duty of one Party to pay the other any other amounts which are due and not subject to a Dispute. Use of our Dispute Resolution Service is free of charge except in circumstances set out in subsection p and section 25 below and except as to the Parties' own costs. Each Party must bear any costs they incur through participating in the Dispute Resolution Service. We will not make any award to cover these costs. In the Landlord and Tenant are free to settle the Dispute between themselves at any point during the Adjudication. They must notify us of their agreement to do so by providing an instruction signed by both Parties. We will return the Deposit in accordance with the agreement when we receive the instruction.



- The Adjudicator can only make a Decision to award up to the value of the Deposit.
- If either Party does not comply with any of these Terms and Conditions, the Dispute may be rejected and the Deposit will be subject to repayment in accordance with these Terms and Conditions.
- k. We may decide in our absolute discretion whether a Party has complied with these Terms and Conditions and is eligible to participate or continue to participate in the Terms and Conditions and is eligible to participate or co-Dispute Resolution process.
- I. A Dispute must not be the subject of an existing court action
- m. The Adjudicator will not make an award in relation to damage caused by fair wear and tear only.

 n. We will not deal with Disputes through the Dispute Resolution Service where, in
- our reasonable opinion:
- they relate to matters other than the return of the Deposit; and/or
- either Party has indicated their intention to issue legal proceedings in respect of any of the issues raised in the Dispute, and/or the Dispute is not suitable for resolution via the Dispute Resolution because
- for example the facts and matters are unduly complicated and more suitable for a Court to decide upon and/or
- the issues raised have already been decided upon by a court and an order in accordance with section 24(a) has been made by the Court;
 The Adjudicator may also reject Disputes which, in their reasonable opinion:
- are being pursued in an unreasonable manner;
- are frivok
- s: and/or
- seek to raise matters which were previously decided by a similar dispute resolution process, or matters which, in the opinion of the Adjudicator, exceeds their jurisdiction.
- Landlords and Tenants can only make evidence submissions when requested to the Dispute Resolution Team by post to the address set out in section 36, or by emailing disputes@depositprotection.com. We cannot receive evidence in ud storage. We must receive evidence submissions before 11:59:59 external clo p.m. on the day of the previously advised deadline. We reserve the right to refuse to pass any evidence to the adjudicator after the date for submission of evidence has passed. We also reserve the right to return any physical evidence received
- before a Dispute is formally commenced to the party sending it.

 q. If a Dispute relates to a Tenancy that is not an Assured Shorthold Tenancy, we reserve the right to charge the Landlord a fee of £500 plus VAT, or 10% of the Deposit amount, whichever is the greater for the administration of the Dispute. Where possible, we will deduct this from any amount awarded to the Landlord as a result of the Decision. If there is no award to the Landlord, or the amount awarded does not cover the fee, the Landlord must pay us within 14 Calendar Days of our request for payment.
- We reserve the right to reject a request to use our Dispute Resolution Se the tenancy is not an Assured Shorthold Tenancy or when the Deposit is £5,000

- or more in amount.

 21. Repayment Request Collection of evidence
 a. Upon receipt of a duly completed online Deposit repayment submission notifying
 us of a Dispute, we will write to both the Landlord and the Tenant, inviting both
 Parties to submit their evidence in relation to the Dispute. The Landlord and
 Tenant must ensure that we are in receipt of their evidence within 14 Calendar
 Days of our invitation being issued; failure to do so could result in the Deposit
 being paid to the other Party contrary to the Landlords or Tenant's intentions.

 If the Landlord or Tenant does not wish to submit you additional evidence in
- b. If the Landford or Tenant does not wish to submit any additional evidence in support of their claim, the Landford or Tenant must notify us in writing confirming that they will not be submitting any additional evidence, within the 14 Calendar
- support of their claim, the Landlord or Tenant must notify us in writing confirming that they will not be submitting any additional evidence, within the 14 Calendar Days of our invitation being issued.

 c. if, within 14 Calendar Days of the invitation being issued by us, the Landlord or Tenant fails to submit any evidence, or in the alternative confirm in writing that they have no additional evidence to submit, we will release the disputed amount to the other Party within 10 Calendar Days of the deadline for the Parties' response.
- In the event that neither Party complies with the requirement of section c above.

- we will repay any disputed sum to the Tenant.

 22. Dispute Evidence the details
 a. The Landlord's evidence should include, but is not limited to the following:
 i. a statement of the precise issues which are in Dispute and the reasons for the
- amount of any Deposit claimed; the signed check-in inventory and schedule of condition:
- vacating instructions: the signed check-out inventory and schedule of condition:
- a signed and legally-compliant written Tenancy Agreement;
- a schedule of the cost of any works sought to be deducted from the Deposit together with estimates, invoices and receipts (produced by an independent or third party) and photographs if available: a statement of the rent account, if relevant:
- if housing benefit has been paid, a letter from the Housing Benefit Department stating when it will stop, or that it has stopped; any other relevant information including photographs, DVDs, correspondence WH.
- or recepts: and confirmation that they have contacted the Tenant and provide a copy of any correspondence between them, or details of their discussions.
- b. The Tenant's evidence should include, but is not limited to the following
- the reasons why the Tenant denies that the Landlord is entitled to the disputed amount; and any other relevant information including photographs, DVDs, correspondence
- or receipts.
- Any photographs or digital evidence should be signed or a statement should be attached signed by the Party providing them and showing the date on which they

- d. If either Party cannot provide any of the above evidence, they should explain to us why they are unable to do so. We will then exercise our discretion to decide whether to allow the Dispute to proceed to Adjudication.
 e. The Nominated Tenant must complete the Tenant's evidence on behalf of all joint. Tenants named on the Tenancy Agreement.
- Following receipt of each Party's evidence, we may request extra information or clarification.
- or clarification. It is the Landlord's sole responsibility to send us a signed, valid Tenancy Agreement before we pass the case to the Adjudicator. If we do not receive a copy of the Tenancy Agreement, we will still pass the Dispute papers to the Adjudicator. Claims from Landlords who do not provide a valid Tenancy Agreement are likely

23. The Adjudication

- a. Once the deadline has passed for evidence submission, we will provide the the Landlord's evidence, Statutory Declaration or Statutory Declaration Notice:

 it he Tenant's evidence, Statutory Declaration or Statutory Declaration Notice:

 ii. any extra evidence from the Landlord or the Tenant.
- b. If the Parties submit evidence after the Adjudicator has already reached a Decision, they will not be able to take any further evidence into consideration.
 C. Our Adjudicators are fair and unbiased, and make their Decision based solely on the evidence and Forms submitted. You should submit any evidence you feel supports your case when we ask you to. If you do not submit evidence when requested, the Adjudicator will not be able to consider it when making their Decision.
- d. The Adjudicator may:
- make any necessary enquiries with the Parties if issues or queries arise when reviewing the evidence:
- carry on with the Adjudication even if either Party does not comply with these Terms and Conditions, or any instruction from the Adjudicator or us;
 stop the Adjudication if it appears that the Dispute cannot be settled this way.
- or if the Parties settle their Dispute before a Decision is made.
- e. Except in circumstances set out in section d above, the Adjudicator will make a Decision within 28 Calendar Days of receiving the Dispute papers from us. The day of receipt will be the Working Day after the papers are sent to the Adjudicator, f. We will notify the Parties of the Adjudicator's Decision within 2 Working Days of
- the Decision. The Decision is binding on both Parties and both Parties must comply
- g. The Decision cannot be appealed through the Dispute Resolution Service alth nothing prevents either Party from pursuing the other through the courts if they disagree with the decision
- We will make any payment to either Party within 10 Calendar Days of the Decision. We will make payments according to the method specified by the relevant Parties The Adjudicator may take the initiative in ascertaining the facts and the law.
- The Adjudicator may apply their discretion and judgement to the interpretation of the Tenancy Agreement and the application of the facts.

 The Adjudicator may correct accidental slips or omissions in Decisions within 30 days of the Decision.

24. Court Orders

- you obtain a court order against your Landlord or Tenant, we will only release the Deposit if: i. it refers to
- Deposit in: it refers to the Deposit and/or The DPS as the Scheme administrator; and it specifies how much of the Deposit should be paid to the successful Party
- b. If the court order does not comply with section a above, we will not be able to release the Deposit. In this case, the order must be amended, or a third party debt order must be obtained or the matter may be referred to our Dispute Resolution Service in accordance with Section 20 of these terms and conditions for a Decision. before we can release the Deposit

25. Costs

- All aspects of our Custodial Scheme are free to use, except in the following circumstances where fees are charged:
- for processing a payment to an overseas bank account we charge £25.89; and
- where we are adjudicating a Dispute relating to a Tenancy which is not an Assured Shorthold Tenancy we reserve the right to charge a fee of £500 plus VAT.

- 26. Confidentiality
 a. Anyone involved with an Adjudication must not reveal specific details of the case to people not connected to that Adjudication, unless required by law.
- b. By agreeing to use our Dispute Resolution Service, you give us permission to and keep information about your Dispute. We may use this to publish stati-case studies, removing any information which may identify any individuals. 27. Keeping your data safe nission to gather

- The following are data security Terms and Conditions which are specific to our Custodial Scheme: a. if a Landlord requests a Form, we will ask for their Landlord ID and Deposit ID so
- we can process their query.
- b. If a Tenant request a Form, we will ask for their Deposit ID so we can process
- their query, in order to meet data protection obligations, we need callers to provide proof of their identity. This means callers will need to answer some questions about their account, if callers can't give us the right answers, we will have to end the call.

28. Liability

- a. We will take reasonable care in operating our service, and we will be responsible a. We will take reasonable care in operating our service, and we will be responsible to you for any losses or expenses suffered or incurred by you as a direct result of our negligence, wilful default or fraud. The DPS's liability in relation to any claim shall not exceed the total amount of the Deposit to which the claim relates and in any event will not exceed £5,000 in aggregate including costs and interest.
 b. We do not accept liability for any indirect or consequential loss suffered by anybody or for any loss that does not arise as a result of our negligence, wilful default or fraud.



- c. Neither we nor the Adjudicator are liable for anything done or omitted to be done in the discharge or purported discharge by the Adjudicator of their functions as Adjudicator unless the act or omission is in bad faith and any employee or agent of the DPS (whether that person is the Adjudicator or otherwise) is similarly protected from liability.
- d. In the event that you do not comply with these Terms and Conditions and this results in loss or damage to The DPS, you shall be liable to compensate us for any such loss or damage.

- e. Any limitation or exclusion of liability under these Terms and Conditions shall only operate to the extent permitted by law.

 f. You must contact us immediately if you suspect that your password, Landlord ID. Deposit ID, log in details or 6 digit code for Enhanced Authentication have been lost, disclosed to, or obtained by, anyone who is unauthorised to have them, and that their integrity is threatened. Until you notify us that it has been compromised, we will assume that any instructions received in any form, which have been authenticated by your Landlord ID. Deposit ID or your log in details are genuine and are valid instructions from you and we will act accordingly. You will be liable for all such transactions.
- Once processed, a Form or online Deposit response is a binding instruction to make payment; you are not entitled to cancel, amend or revoke such an instruction
- You are responsible for ensuring that any bank account details entered online for repayment are correct. Once payment has been made we are not obliged to recover funds that have been paid out incorrectly due to incorrect account details being entered online

We do not accept liability for the actions of any third parties including Letting Agents.

We hope that you are always satisfied with our service, however, if you are unhappy with our service, we have a complaints handling procedure. We can

provide you with a copy upon request.
If you ever feel that we have fallen short of the standards we set ourselves and you have cause for complaint, please let us know. We treat all complaints seriously and investigate them fully. If a Party is dissatisfied with the outcome of an Adjudication that shall not constitute grounds for a complaint. To send us a letter, you can write to us at the address in section 36. To send us an email, please use: complaints@depositprotection.com

- Service Availability
 The online service will usually be available for use 24 hours a day, every day of The online service will usually be available for use 24 hours a day, every day of the year subject to scheduled down time that will be advertised on the site to users prior to any down time being implemented. However, the service may be temporarily unavailable for a number of reasons, including routine and emergency maintenance, excess demand for the service, failure of the internet and other circumstances beyond our control.

 We shall not have any liability to you for any non-availability or interruption in the operation of the service (wholly or part of) or for any failure or delay of a communication. It is your responsibility to ensure that any communications are sent insufficient time to be precised within any deadlines.
- sent insufficient time to be received within any deadlines.

- sent insumicent time to be received within any deadlines.
 31. Online Security
 a. Except where we have been negligent, we do not accept any responsibility for any interception, redirection, corruption, copying, reading, tampering or loss of confidentiality which may take place either once an email message has been sent by us or prior to an email message being received by us or for any losses, claims, damages or expenses which may be suffered or incurred by you as a result of any such interception, redirection, corruption, copying, reading, tampering or loss of confidentiality. confidentiality.
- b. We take reasonable care to ensure that electronic communications generated by the online service are free of viruses or other corruption of data. Before opening or using any documents or attachments, you must theck them for viruses and defects. Our liability in this respect is limited to re-supplying any affected documents or attachments.
- You are responsible for ensuring all electronic communications sent by you to us are free from viruses or defects. If a communication from you is found to contain a virus, we shall not be obliged to receive or act upon such communication.
- d. We shall not be responsible for delays or failure to perform any of our obligations due to acts beyond our control. Such acts shall include, but not be limited to, acts of God, strikes, lockout, riots, acts of war, epidemics, governmental regulations superimposed after the fact, communication or line failures, power failure, earthquakes or other disasters
- earthquares or other disasters.
 e. If you are sending an e-mail to us, please ensure your e-mail does not exceed 20 megabytes. Any e-mails received larger than 20 megabytes may not be received.
 f. Any information supplied on our website, by email, in our printed documentation, on the telephone or by post is for guidance only. Independent advice should be sought regarding the interpretation of any applicable legislation.
 g. You are responsible for keeping any passwords in relation to us secure. We accept no liability for any loss incurred as a result of you not ensuring your passwords are kept as source as possible.
- kept as secure as possible.
 h. Whilst your connection to the online service is encrypted you should note that email communications are not necessarily secure and there is always a risk that email messages may be intercepted or tampered with. By registering for and using this service, you acknowledge that these risks exist and that confidentiality cannot always be assured.
 32. Privary Police

32. Privacy Policy
The DPS's Data Privacy Policy can be viewed by visiting
https://www.depositorotection.com/privacy-policy/ or by calling 0330 303 0033 to request a copy

33. Intellectual Property
The DPS and the MHCLG shall retain all intellectual property rights in and relating to all methods, formulae, techniques, processes, systems, materials, programs, logos, Forms and documentation devised, designed or prepared by or on behalf of The DPS for the purpose of or in connection with its provision of the Scheme and all other Intellectual Property Rights created by or on behalf of The DPS in connection with the Scheme

34. General

- Unless otherwise detailed in these Terms and Conditions, all Forms will be processed within 4 Working Days of receipt.
- b. Unless otherwise detailed in these Terms and Conditions, all time limits will be calculated, as applicable:
 i. excluding the day we receive Forms or documents; and
 ii. from the day that we issue Forms or documents, regardless of the date they

- are received or seen by the Parties.

 c. Unless correspondence relates to Dispute Resolution, the Statutory Declaration Process, or the repayment of a Deposit, all communications will be sent by 2nd class post. Correspondence related to Dispute Resolution, Statutory Declaration Process, or the repayment of the Deposit will be sent by 1st class por
- d. If you are in any doubt as to whether we have received or carried out any
- instructions, you should telephone us immediately on 0330 303 0033.

 We may determine in our absolute discretion whether anyone has complied with these Terms and Conditions.
- f. All Deposits will be held in a designated bank account which we maintain for all
- parties using the Scheme.

 From time to time we may change these Terms and Conditions. We will keep you informed about changes when you log in to use the online service. You can always find our current Terms and Conditions on our website too. If you would like a paper copy, call or email us. All Forms or online submissions will be processed and all Disputes dealt with in accordance with the Terms and Conditions in force at the time the relevant Forms or online submissions are received by us. Our Terms and Conditions can be viewed online at www.depositprotection.com or a paper copy is available on written request.

- is available on written request.

 In if any part of the terms of these Terms and Conditions proves to be or unenforceable in any way, this will not affect the validity of the remaining Terms and Conditions in any way.

 If we relax any part of these Terms and Conditions once or more than once, each instance would be considered a one-off, or a temporary decision. It will not affect our right to enforce the term strictly again when we wish to.

 J. We reserve the right to delay taking action on any particular instruction if we consider that we need to obtain further information or to comply with any legal or regulatory requirement binding on us (including obtaining evidence of identity to comply with money laundering regulations) or to investigate any concerns we may have about the validity or any other matter relating to the instruction.

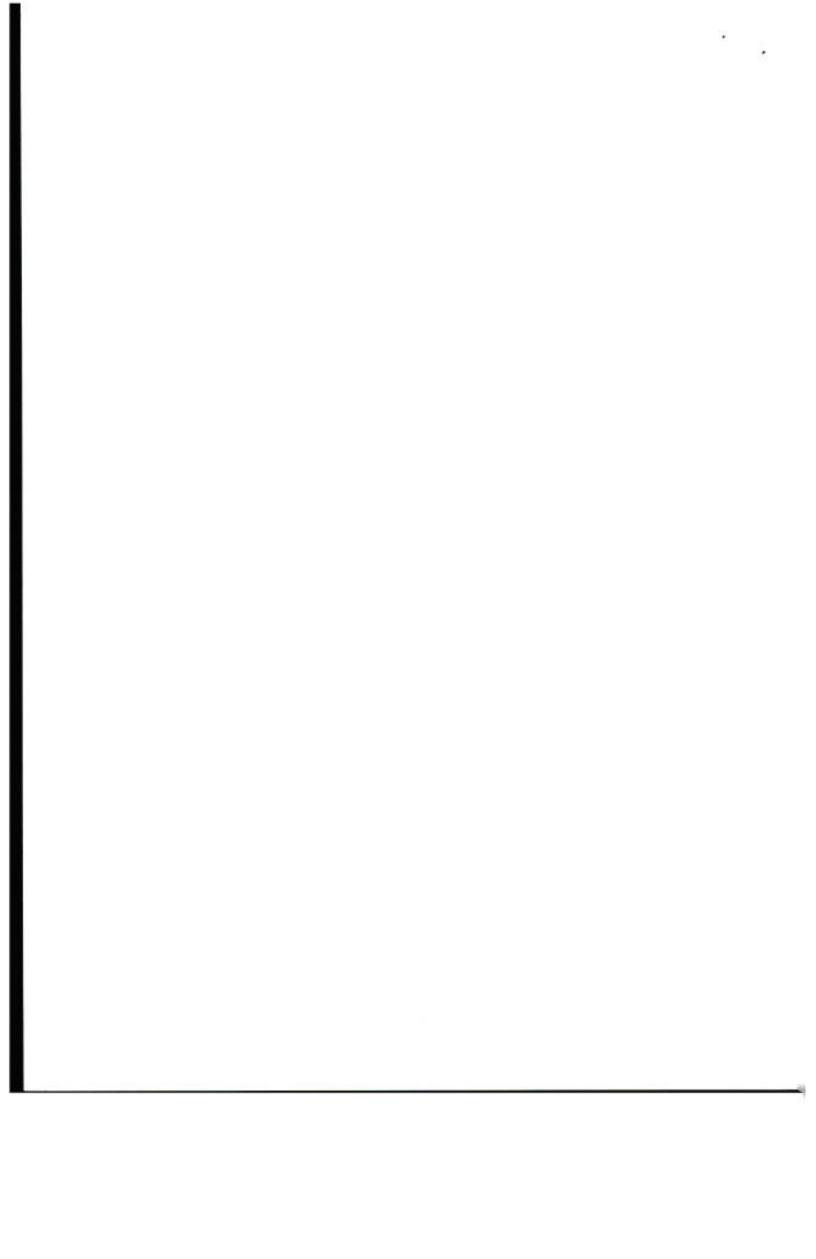
 If we won't do, or refrain from doing, anything which would, or might in our judgment, break any relevant laws, rules, regulations or codes or risk exposing us to criticism
- break any relevant laws, rules, regulations or codes or risk exposing us to criticism for behaving improperly or not acting in accordance with good market practice. We will not tolerate abusive or offensive behaviour towards staff members. We will not respond to any email or communication which we deem to be abusive or offensive. Any abusive or offensive behaviour towards our Customer Service
- Representatives will result in the call being terminated immediately.

 m. If an Agent is appointed by a Landlord, it is the sole responsibility of the Landlord to complete all due diligence required on the Agent to register their Tenants' Deposits with The DPS.
- n. Registration with The DPS and use of the Custodial Scheme cannot be taken as indication as to the credibility of the Party

35. Governing Law

These Terms and Conditions are governed by and will be interpreted under the laws of England and Wales. In the event of a Dispute the English courts will have jurisdiction. 36. Contact details

The Deposit Protection Service. The Pavilions, Bridgwater Road, Bristol, B599 6AA. To speak to us, call: 0330 303 0033. To send us an email message, visit the 'Contact' section at www.depositprotection.com





THE NATIONAL ASSOCIATION OF CHIMNEY SWEEPS 'Helping to protect the Consumer'

CERTIFICATE OF CHIMNEY SWEEPING



YOUR CHIMNEY HAS BEEN BRUSH SWEPT IN ACCORDANCE WITH THE NATIONAL INDUSTRY STANDARD

Flemings Chimney Sweep

8 Earlesdon Avenue, Earby, Barnoldswick, BB18 6LY Tel: 07827 704525 - 01282 547843

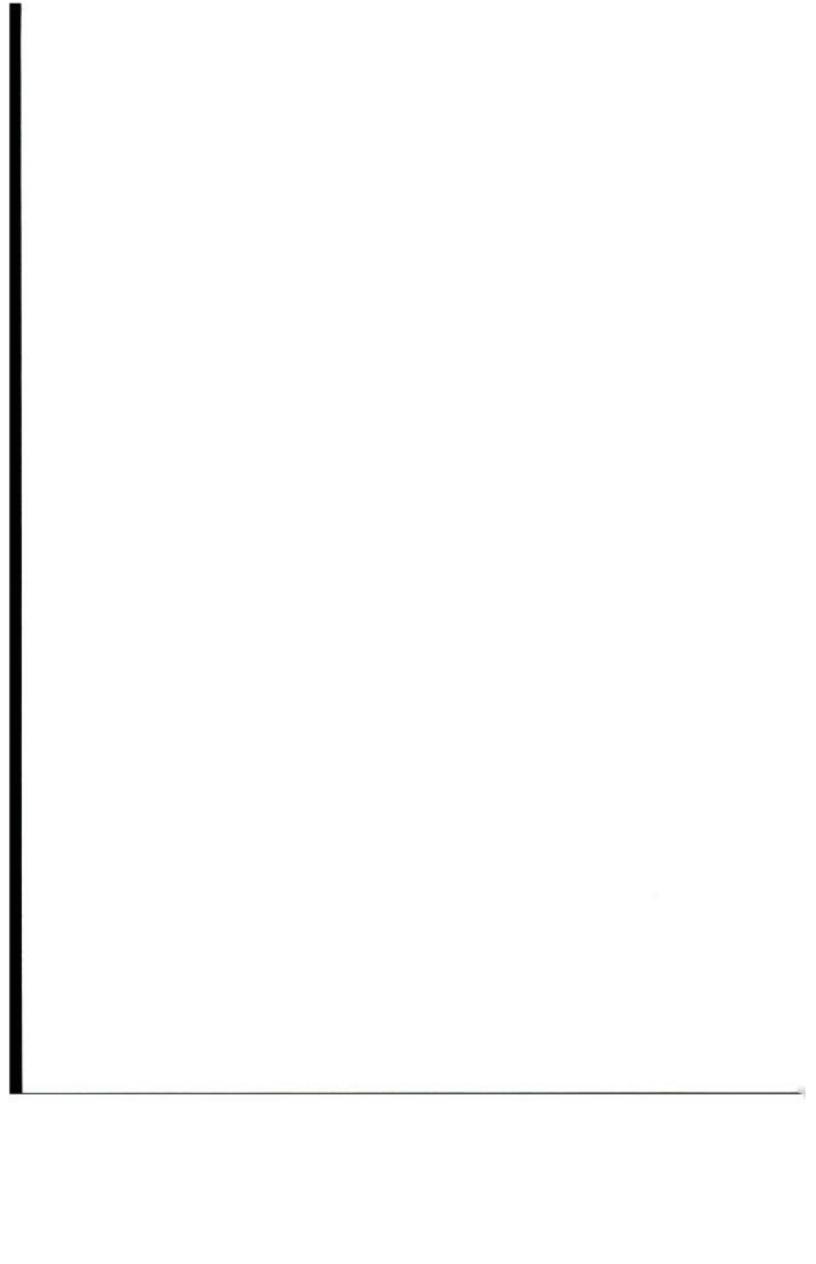
Email: Steve@flemingschimneysweep.co.uk www.flemingschimneysweep.co.uk



Membership No.	17/005
Date of Issue	1-02-20
Time of Issue	13:30
Issued by	steve

Your chimney requires re-sweeping w	ithin [Z	months, being		02m	onth) 202	2> (year)		
Chimneys with solid fuel appliances - Smokeless Fuels / Biomass - at least once per year / House Coal - at least twice a year								
Chimneys with wood burning appliances - Quarterly when in use - Chimneys with gas or oil appliances Once a year								
Method of Sweeping: Line & Weight	Brush & Ro	ds 🗆 R	totary Power	Swept T	Viper			
CHIMNEYS CANNOT BE CLEANED BY VACUUM					The state of the s	NEYS		
		The National	Sto	ce				
Type of appliance:	COAL	RIOMASS	SPUIL	woop	OIL	GAS		
Fuel used (follow manufacturers instructions):				Ó				
The Part of the Control of the Contr	DISE LINENG	500T (vent	OTHER on newdotion:	TAR (creosote)	FURE RISK (detail below)	HUE (defective/usuafe)		
DETAIL	Ц		U					
	EDTABLE	NOT ACCEPT	CADLE		DETAIL			
Chimney pots/terminals:	EPTABLE	NOT ACCEPT			DETAIL			
Condition of chimney stack (exterior):	7							
Condition of charmey stack (extense).			Detail					
CCTV Inspection carried out: (Optional) Yes		No 🖯	Detail:					
Carbon Monoxide Alarm - Present: Yes	0	No 🗆	Detail					
Air Vent - Present: Yes	0	No 🗌	Detail					
Result of Smoke Evacuation Check: Pass	d	Fail 🗌	Detail					
Comments D hear	th	is	Sho	re-				
11000								
Works to rect	vy co	mpleta	0 18	2-22	*			
I give consent for my contact details to be securely ke above named NACS Sweep. By Email YES / NO or			give authoris	ation to receiv	ve safety remin	ders by the		
I have read and understand the information above and	l overleaf, and	I confirm that th	ne site has bee	en left clean a	nd tidy.			
Customer Name:		Signatur	e:	-c	٧.			
Address: 13 Station	Rol		120	20	イドナ	(
Location: Kitchen Email:				Tel:				

REGULAR CHIMNEY SWEEPING IS IMPORTANT, FOR WHATEVER FUEL YOU MAY USE; COAL, WOOD, OIL OR GAS. ALWAYS USE THE SERVICES OF A PROFESSIONAL NACS REGISTERED CHIMNEY SWEEP





Date 18/02/2022 Certificate Serial No/Ref:

12142405



SAS Electrical

Electrical Installation Condition Report

(Requirements for Electrical Installations – BS 7671 IET 18th Edition Wiring Regulations)

A. DETAIL	S OF THE CLIENT OR PERSON ORDERING THE WORK
Name:	Wilman And Lodge
Address:	76 Main Street , Crosshills , NJA , BD20 SPH Email: NJA
B. REASON	N FOR PRODUCING THIS REPORT
Change of oc	
	Date(s) inspection and testing carried out: 15/02/2022
C. DETAILS	S OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT
Occupier:	Wilmen And Lodge
Address:	13 Station Road. Crosshills: NW 6020 7EH
Description o	f premises: Domestic N/A Commercial N/A Industrial N/A Other, please specify: N/A
Estimated ago	e of the wiring system 23 Years Evidence of additions or alterations V Yes NA No NA Not apparent
Installation re (Regulation 6	cords available? Yes X No V Date of last 2010 If yes, estimated age 10 years (so described in stacked last schedule if accidate)
D. EXTENT	AND LIMITATIONS OF INSPECTION AND TESTING The distance and control of the company and accompanying school date from the control of the contro
Agreed limital No inspection Sampling use No insulation	electrical installation covered by this report. 25% of installation (3.82 of GN 3) tions including the reasons, see Regulations 653.2 of concealed cables. d 20%. resistance tests done between line conductors to prevent damage to possible electrical equipment. garage to inspect.
Limitations	agreed with Wilman And Lodge Position (if applicable) N/A
Operational li including the	
	ed that cables concealed within trusking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected by agreed between the client and inspector prior to the inspection. An inspection should be made within accessible roof space housing other electrical equipment.
E. SUMMA	RY OF THE CONDITION OF THE INSTALLATION
General co	ndition of the installation (in terms of electrical safety)
Satisfactory at	the time of testing and inspection completed.
	Overall assessment of the installation in terms of its suitability for continued use:
	SATISFACTORY
An unsatis	factory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified

F. RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as UNSATISFACTORY, I/we recommend that any observations classified as 'Danger present' (Code C1) or 'Potentially dangerous' (Code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further investigation required' (FI) Observations classified as 'improvement recommended' (Code C3) should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by

18/02/2027

G. DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signature(s) below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section D of this report.

INSPECTED AN	ID TESTED BY:		REPORT AUTHOR	ISED FOR ISSUE BY:		
Name [CAPITALS]	SHALIN SZULHAN		Contractor	SAS Electrical		
Signature	A		Address	88 Gloucester Ave Silsden N/A BD20 08Y		
Position	Director	Date 18/02/2022	Name	Shaun Szulhan		
Contact	Tel 07891 829808					
	Ernali		Signature		A	
	Web		ENROLMENT NO (if applicable)	24933	Date 18/02/2022	

H. SCHEDULES	The attached	f schedule(s) are part of this document and this	report is valid	only when they are attached to it
	V	Schedule(s) of inspection and	V	Schedule(s) of test results attached

nents(s)	Alternation											
10000000	Numb	Number and Type of Live Conductors Nature of Supply Parameters						rameters	Characteristics of Primary Over current Protective Device(s)			
TN-S	V	AC			к	DC	Nominal voltage U (o)	230	Volts	BS (EN)	BS 1361	
TN-C-S	V	1 phase (2 wire)			×	2 wire	Nominal frequency f (1)	50	Hz	Type	Fuse HBC - Type 2	
п	×	2 phase	×	1 phase	×	3 wire	PFC spf (1,2)	.93	kA	current	an	
IT:		Tierren I		J. J. J.			External loop	032	0	capacity	16	
TN-C	×	3 phase (3 wire)	×	3 phase (4 wire)	×	Other	Impedance Nosc					
1	TN-C-S	TN-C-S V	TN-C-S	TN-C-S	TN-C-S	TN-C-S	TN-C-S	TN-C-S 1 phase (2 wire) 1 phase (2 wire) x 2 wire wortage U (o) Nominal frequency f (1) x 2 phase x 1 phase x 3 wire in pFC (3 wire) x 3 phase x 3 phase (4 wire) x 3 phase (4 wire) x Other Note (0 by enquire)	TN-C-S 1 phase	TN-C-S	TN-C-S The phase X 2 wire Nominal frequency 50 Hz	

J. PARTICULARS	FINSTALLATION REFERRE	ED TO IN THIS REPORT				
Means of earthing	√ Distributor's facility	Type	NA	Resistance to earth	NA	Ω
means or earthing	X Installation earth electrod		ectrode applicació	NAM		
MAIN PROTECTIVE C	ONDUCTORS (to extraneous co	onductive parts)	MAIN SWITCH/SWITCH-	FUSE/CIRCUIT BREAK	ER/RC	:D
Earthing Conductor Conductor Copper Material	Main protective bonding conductor Conductor Cooper Material	Main Bonding Water Structural steel		Voltage rating 2 Current Rating	230	v 4
Conductor 16 Connection	Conductor t0 Cas mm ²	Gas: Installation X Other Ispecify) X Other Ispecify)	No of poles 2 Supply Copper Conductor Conductor	*Rated time delay *Rated RCD Operating current	N/A N/A	mA
continuity verified V	osntinuity ventiled 🇸 🔻	A installation pipes	Conductor 25 * If RCD main switch	*RCD Operating time	N/A	ma

AUA:	No remedial action is required	√ The following observations are made	
MN		OBSERVATION	CLASSIFICATION CODE
1	Consumer unit made from combustible materials	A CONTRACTOR OF THE CONTRACTOR	C3
0			-
-			
	-		
			83,
_			
_			
N/	A Additional observations	Additional notes/observations attached or to follow ref:	N/A
of	the following codes, as appropriate, has been a	Recated to each of the observations made above to indicate to the persons	s) responsible for the
alla	tion the degree of urgency for remedial action.		
De	nger present. Risk of injury, immediate remedia tentially dangerous – urgent remedial action re		

VB0
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Sitsden
Ave
Gloucester
99
Electrical
92

mm,	Amps		APDD		at OGRA leuneM snottonut	NAM	Nin	NW	N/M	NAM	NAM	NA	NA	4,5	Ψ.X	NAM	NA		- 5	
•	4			772025	RCD test by fucutions	N.N.	>	>	>	>	N/A	N/A	N.N.	14/14	>	50	>			
9	8		RCD		(sm) %	WN	šī.	12.	22	EZ.	wh	MM	w/N	yes	23	WPV	153			\Box
#	Rating:		-		# Disconnecti	904	91	WE D	91	9E	78 N	NTN SE	WN =	triby	25	xhv <	25		Н	-
Earth:	111111111111111111111111111111111111111		-		sem mumixeM	N,N	th Lim	0.38	0.65	A NIALIM	A NA	A NA	A 14/4	A NA	A Lim	A NA	A Lim			-
mm,	Type 2		-	You	Floq	N _i A	W/N II	00	> 00	N/A	N NA	A NA	A NAM	A NA	N. N.	A 14.00	n NA		Н	-
-	HBC		93	the:	I - leutral - l	N/A	-	0 >2000	>2000	Tim	N/W	N/W	14M	N/A	5	N/N	5			
R	BS 1361 Fuse HBC - Type 2		Insulation Resistance	ицр	Elve - Es	NO	5	>2000	+2000	mn r	NO.	NG	NO	ASS	1 tim	NEW	Lim	 		
	88 13		Bon Re	lentu	BM - 9VIJ	\$	5	5	5	E.	3	NA.	¥	NUA	Lim	NO.	E.			
Supply	tive ce:		Insulat	9.4	7 - 6V/J	1	2	2	2	3	ž	N.	ž	NA	NUK	2	NA			
-	protec type eferent				en noitslueni etlov test	NW	E	3000 ×	5005	E.	NA	M/M	NA	MM	Um	NA	Um			
Amps	Supply protective device type BSEN reference:			cuits coturn speed)	œ	59	NGA	167	NGA	NOA	NOA	NOA	NgA	NA	NW	NA	NW			
100	Single	TS	a A	All circuits put least 1 column to be completed)	8	8	Um	1000	0.33	1,1m	NBA	NAM	100	NA	Lim	NA	Um			
Rating:		TEST RESULTS	Continuity D	and or other	c	NW	45	NA	NA	NW	NA	NW	NW	NA	NOA	NIA	NIA			
Rati	No. Of phases:	EST		Ring final circuits only measured and to and	٤	NA	Lim	NAM	N/M	N/N	WN	NW	MA	NA	N/W	NA	NW			
				Color Ores	٤	NW	5	MW	N/N	MW	NA/A	NW	NAM	NAM	NAM.	NAM	NA			
60947	-			(*Ω) sZ (Max permittee	N.	130	110	2.18	5.02	NO	NO.	NW	NIA	5.82	NIK	218			
	Mam		8	(AM) (tra)	Short circuit cap	Ngs	8	19	9	10	NgA	NpA	NgA	NgA	9	Ng/A	9	2.68		
Witch			Protective Device	Аш	RCD IAn	N8.	98	98	R	8	NOA	88	NG	No.	30	NDV	30			
Main switch type BSEN			pteotiv	(A	Rating (1	32	22	88	ю	Ngh	NON	45	*	9	52	30			
0.63	Supplied from:		P	EN)	Type BS	MAN	60696 type B	60898 type B	60896 type B	60896 type 8	NAM	1404	NA	Wha	60808 type 8	NAN	60608 type 8			
lpf at this board (kA);	NA			ection time	Max disconn	NN.	5.0	2.0	0.4	970	NA	MA	NA	N/N	0.4	NA	0.4			
to to the board			tions	(,w	w) odo	69	2	2.5	22	91	NgA	NGA	NON	Nich	1.0	Ngh	97			
0.32	quence d priate)		Conductors	(w	m) eviJ	N/N	2.5	0.9	5.5	100	N/W	NW	NA	NW	1,0	N,	2.5			
* 6	Phase Sequence Confirmed (when appropriate)		1	oovnes strii	Number of po	N/N	NyA	N/N	MyA	×	NjA	Nin	NIM	Why	N/M	NIN	NIN			
Zs at this board (Ω):	£81			portem	Reference	\$	101	101	101	101	\$	××	ž	WH	101	ž	101			
P.A				Bulling	Type of	5	8	*	<	¥	100	3	5	2	4	ž	٧			
DB1	tion stehan uni	CIRCUIT DETAILS			Circuit Designation	aleds	Ring Circuit	Cooker	Kitchen socketts	Lights	Spare	Spare	Spare	Spare	Lights under until	Spare	Societa			
DBret	Distribution board location.	CIRCL		9500000000	Circuit Re	-	2	er	7	9	9	. 2	00	6	10	=	12			П

DISTRIBUTION BOARD DETAILS FOR 13 Station Road Crosshills BD20 7EH

Completed using iCertiff electrical certificates (9 Aport pages includes imperson and text vinesces: 4, of 9

		TEST INSTRUMENTS USED
Earth fault loop impedance	NIA	RCD NA
Insulation resistance	NIA	MFT 091209
Continuity	NIA	Other NA
Inspected by:	N	Name SHAUN SZULHAN (CAPITALS)
	A	Date of 18/02/2021 inspection

EICR IMAGES	APPENDING TO SERVICE	
Engineers optional images of C1 or C2 observations if applicable		

SAS Electrical

Completed using icertifi electrical certificates for iCS | Page | 5 of 9

72142405

Outo	omes Acceptable Unacceptable Improvement Purther Investigation: FI Not Verified:	Limitation: LIM	Not Applicable N/A		
ГЕМ	DESCRIPTION	Une codes spare enters appropriate. C	JTCOME Touch solliers come (.02.03 and Fronted to		
1.0	DISTRIBUTOR'S / SUPPLY INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)				
1.1	Condition of service cable		V		
1.2	Condition of service head	4			
1.3	Condition of distributor's earthing arrangement	J			
1.4	Condition of meter tails - Distributor/Consumer		V		
1,5	Condition of metering equipment		V		
1.6	Condition of isolator (where present)		NIA		
2.0	PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS (551.6; 551.7)	N/A			
1.0	EARTHING AND BONDING ARRANGEMENTS (411.3, Chapter 54)				
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)		1		
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)		N/A		
1.3	Provision of earthing/bonding labels at all appropriate locations (514.13)	V			
1.4	Adequacy of earthing conductor size (542.3, 543.1.1)	1			
3.5	Accessibility and condition of earthing conductor at MET (543.3.2)	w.			
3.6	Adequacy of main protective bonding conductor sizes (544.1)	V			
3.7	Condition and accessibility of main protective bonding conductor connections (411.3.1.2; 543.3.2; 544.1.2)	- /			
3.8	Accessibility and condition of other protective bonding connections (543.3.1; 543.3.2)		N/A		
4.0	CONSUMER UNIT OR DISTRIBUTION BOARD				
4.1	Adequacy of working space / accessibility to consumer unit / distribution board (132.12; 613.1)	V			
4.2	Security of fixing (134.1.1)	V			
1.3	Condition of enclosure(s) in terms of IP rating etc (416.2)		J		
1.4	Condition of enclosure(s) in terms of fire rating etc (421.1.201; 526.5)		C3		
4.5	Enclosure not damaged or deteriorated so as to impair safety (651.2)	V			
1.6	Presence of main linked switch (as required by 462.1.201)	1,160	1		
4.7	Operation of main switch - (functional check) (643.10)		V		
4.8	Manual operation of circuit breakers and RCDs to prove disconnection (643.10)		V		
1.9	Correct identification of circuit details and protective devices (514.8.1; 514.9.1)		V		
.10	Presence of RCD six-monthly test notice at or near consumer unit/distribution board (514.12.2)	No.	V		
1.11	Presence of non-standard (mixed) cable colour warning notice at or near consumer unit / distribution board (514.14)	444	V		
1.12	Presence of alternative supply warning notice at or near consumer unit / distribution board (514.15)		N/A		
1.13	Presence of other required labelling (please specify) *** (Section 514)		N/A		

Outo	omes	Acceptable Condition			coeptable lition C1			improv	ement rended C3	100	Further investigation: F		Not Verified:	Limitation: LIM	Not Applicable	
		Condition ,		Corne	mion CT	W 602		recons	remote Ca	_	investigation: F		MV	-	UTCOME	
тем								DESCR	PTION					time cubic show	Provide additional common N. GL, CB and FI codec has Not K of the Condition Rep	
4.14	Compatibility of protective devices, bases and other components; correct type and rating (No signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432, 433)										V					
4.15	Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.3)											V.				
4.16		Protection against mechanical damage where cables enter the consumer unit or distribution board (132.14.1; 522.8.1; 522.8.5; 522.8.11)										n board	V			
4.17		ction again sures (521.		troma	gnetic	effec	ts who	ere cab	les enter d	onsur	ner unit / distr	ibution	board /	N/A		
4.18	RCD(s) provided	for fac	ult pro	tection	inc	ludes	RCBOs	(411.4.20	14; 411	.5.2; 531.2)				V	
4.19	RCD(s) provided	for ad	dition	al prote	ection	/requi	iremen	ts - includ	es RCE	80s (411.3.3; 4	115.1)			V	
1.20	Confin	mation of	ndicat	ion th	at SPD	is fun	ctions	al (651.	4)						N/A	
4.21		mation tha nais and an						includi	ng connec	tions !	o busbars, an	corre	ctly located in		V	
4.22	Adequ	ate arrang	ement	s wher	e a gen	eratin	g set o	operate	s as a swit	ched a	Iternative to th	e publ	ic supply (551.6)		N/A	
4.23	Adequ	uate arrang	gemen	ts whe	ere a ge	nerat	ting se	et opera	ites in par	allel w	th the public	supply	(551.7)		N/A	
5.0	FINAL	CIRCUITS											July 18			
5.1	Identif	fication of	condu	ctors (514.3.	ŋ									V	
5.2	Cables	s correctly	suppo	rted t	hrough	out th	eir ru	n (521.	10.202; 5	22.8.5					LIM	
5.3	Condition of the insulation of live parts (416.1)									4						
5.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) To include the integrity of conduit and trunking systems (metallic and plastic)									N/A						
5.5	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)									V						
5.6	Coordi	ination bet	ween	condu	ctors a	nd ov	erload	d protec	tive devic	es (41	3.1; 533.2.1)				¥	
5.7	Adequacy of protective devices: type and rated current for fault protection (411.3)										V					
5.8	Presence and adequacy of circuit protective conductors (411.3.1; Section 543)								4							
5.9	Wiring	system(s)	appro	priate	for the	type a	and na	ture of	the install	ation a	nd external inf	luence	s (section 522)		V	
5.10	Conce	aled cable	s insta	illed in	prescr	ibed:	zones	(see S	ection D. E	xtent	and limitation	8) (522	2.6.202)		LIM	
5.11	1000	ted against			4						arthed wiring Section D. Ex		, or otherwise d limitations)		LIM	
5.12		ion of addi	tional	requir	ements	for p	rotect	tion by	RCD not e	xceed	ing 30 mA	(m)	Self Vol.	BUC	miffly-	
•	For all	socket-ou	tiets o	f ratin	g 32 A	orles	s, unk	ess an e	exception	is pern	nitted (411.3.3	9)			V	
•	For the	e supply of	mobil	e equi	pment	not e	ceedi	ing 32	A rating fo	r use c	utdoors (411.	3.3)			N/A	
•	For cal	bles conce	aled in	walls	at a de	pth o	fless	than 5	mm (52	2.6.20	2; 522.6.203)				C3	
•	For cal	bles conce	aled in	walls	/partiti	ons c	ontain	ning me	tal parts r	egardi	ess of depth (522.6.	203)		V	
•	Final c	ircuits sup	plying	lumin	aires w	ithin	dome	stic (ho	usehold)	premis	es (411.3.4)				V	
1.13	Provisi	ion of fire t	parrier	s, seal	ling arr	anger	nents	and pr	otection a	gainst	thermal effec	ts (Se	ction 527)		LIM	
5.14	Band II	l cables se	gregat	ed or	separa	ted fr	om Ba	and I ca	bles (528	1)					LIM	
5.15	Cables	s segregat	ed or s	epara	ted from	n con	nmuni	ication	cabling (5	28.2)					LIM	
5.16	Cables	s segregat	ed or s	epara	ted from	m non	-elect	trical se	ervices (5	28.3)					LIM	

Outco	mes Acceptable Condition /	Unacceptable condition C1 or C2	Improvement recommended C3	Further investigation: FI	Not Verified: NV	LIM	Not Applicable: N/A	
гем			DESCRIPTION			OUTCOME ((dee codes above. Provide additional colonial where adaptiquate. C1, C2, C3 and 51 coded har- be recorded to Section 6 of the Carolillain floor		
5.17	Termination of cable	s at enclosures – indica	te extent of sampling in	Section D of the rep	ort (Section 526)			
	Connections soundly	LIM						
•	No basic insulation o	1						
•	Connections of live of	conductors adequately	enclosed (526.5)				V	
	Adequately connect	ed at the point of entry	to enclosure (glands, b	ushes etc) (522.8.5)			4	
5.18	Condition of accesso	ories including socket-o	utlets, switches and joi	int boxes (651.2(v))			4	
5.19	Suitability of access	ories for external influer	nces (512.2)				V	
5.20	Adequacy of workin	g space/accessibility to	equipment (132.12; 51	3.1)		~		
5.21	Single-pole switchin	ng or protective devices	in line conductors only	(132.14.1, 530.3.2)		V		
6.0	LOCATION(S) CONT.							
6.1	Additional protection	n for all low voltage (LV)	circuits by RCD not ex	ceeding 30 mA (701.4	111.3.3)	V		
6.2	Where used as a pro	tective measure, requir	ements for SELV or PEL	V met (701.414.4.5)		N/A		
6.3	Shaver sockets com	ply with BS EN 61558-2	2-5 or BS 3535 (701.512	2.3)		N/A		
6.4	Presence of supplen	nentary bonding conduc	ctors, unless not requir	ed by BS 7671:2018 (701.415.2)	N/A		
6.5	Low voltage (e.g. 23	0 volt) socket-outlets s	ited at least 3 m from z	one 1 (701.512.3)		N/A		
6.6	Suitability of equipm	ent for external influen	ces for installed locatio	n in terms of IP rating	(701.512.2)	✓		
6.7	Suitability of equipm	ent for installation in a	particular zone (701.51	2.3)		V		
6.8	Suitability of current	-using equipment for p	articular position within	the location (701.55)		N/A	
7.0	OTHER PART 7 SPEC	CIAL INSTALLATIONS OF	RLOCATIONS					
7.1	List all other special inspections applied)	installations or location	s present, if any (*Reco	ord separately the res	ults of particular		N/A	

*Special installations or locations present, if any.	Details of circuits and/or installed equipment vulnerable to damage when testing and/or remarks
Good install	

CONDITION REPORT GUIDANCE FOR RECIPIENTS

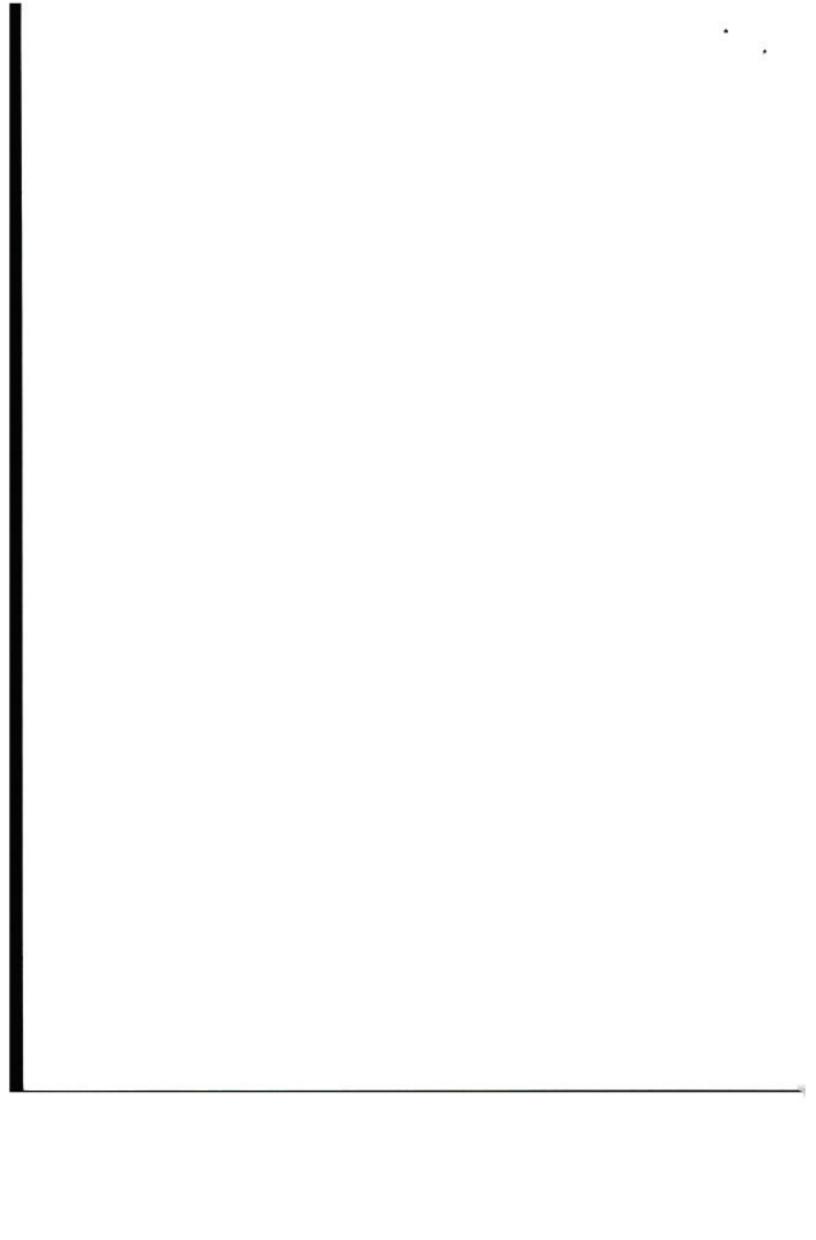
(to be appended to the report)

This report is an important and valuable document which should be retained for future reference

Notes for the person producing the report

- 1 The purpose of this Condition Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section E). It should not be used for the replacement of a consumer unit/distribution board. The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section K).
- 2 The person ordering the Report should have received the "original" Report and the inspector should have retained a duplicate.
- 3 The Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.
- 4 Where the installation incorporates a residual current device (RCD) there should be a notice at or near the device staring that it should be tested six monthly. For safety reasons it is important that this instruction is followed.
- 5 Section D (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.
- 6 Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section D.
- 7 For items classified in Section K as C1 ("Danger present"), the safety of those using the installation is at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work immediately.
- 8 For items classified in Section K as C2 ("Potentially dangerous"), the safety of those using the installation may be at risk and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
- 9 Where it has been stated in Section K that an observation requires further investigation (code FI) the inspection has revealed an apparent deficiency which may result in a code C1 or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section F).
- 10 For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated in Section F of the Report under Recommendations' and on a label at or near to the consumer unit/distribution board. It is recommended that a competent person undertakes the necessary remedial work immediately.
- 11 Any deficiencies with intake equipment should be reported to the person ordering the work

	CODES FOR TYPE OF WIRING											
A	В	C	D	E	F	G						
PVC/PVC CABLES	PVC CABLES IN METALLIC CONDUIT	PVC CABLES IN NON- METALLIC CONDUIT	PVC CABLES IN METALLIC TRUNKING	PVC CABLES IN NON- METALLIC TRUNKING	PVC/SWA CABLES	XLPE/SWA CABLES	Batarence lisethods are methods of installation for which the current-carrying capacity has been determined by test or calculation					





Landlord Gas Safety Record

Cert. No. GAS874

Safety inspection and reporting carried out in accordance with the Gas Safety (Installation and Use) Regulations and the Gas Industry Unsafe Situations Procedure.

Print	Signatur Issued by:	Emergen Gas Insta Equip NEXT IN BEFORE		Defe	w 4 w 0	-	-		Appl	Engineer Company Address Address Post Code Tel No. Gas Safe ID Card N
Print Name	Signatures Issued by:	Emergency Control Accessible Yes Gas Tightness Satisfac Gas Installation Pipework Visual Inspection Satisfactory Yes Equipotential Bonding No NEXT INSPECTION DUE ON OR 16-Feb-2023 BEFORE	* * * * * * *	Defects / Identified	Compartment	Kitchen	Lounge	Location	Appliance Details	Company / Installer Engineer jules hav Company jules hav Address 248 Address Fell Lane Keighley West Yor Post Code BD22 68 Tel No. 0793016 Gas Safe Reg 536552 ID Card No. 4684869
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					Yes	Yes	Yes	Landbod's Appliance Inspected Operating Pressure Appliance (1984)	Inspection Details	
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			fitted tested tory	S)				ation Salety		Wilmen & I TT Main street Cross hills North york BD20 8PH
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			Smol Smol	Smo	Đ.	NA	Yes	Vitual condition of the and termination satisfactory		
			Smoke Alarm(s) fitted Smoke Alarm(s) tested and Satisfactory	Smoke Alarm(s)	25	2		2444		
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			\$ \$		ã	Yes	Yes	Appliance sale No sale		

