

Tenancy Deposit Scheme

Registered office:

West Wing, First Floor, Maylands Building, 200 Maylands Avenue, Hemel Hempstead, HP2 7TG.

T 0300 037 1000 E deposits@tenancydepositscheme.com

www.tenancydepositscheme.com



UK Realty Management Limited
201 Kenton Road
Harrow
London
HA3 0HD

23 Jun. 23

Dear Sir or Madam

The Tenancy Deposit Scheme! Membership Number: G11702

We are pleased to be able to advise you that your application to join TDS has been successful, and we are delighted to welcome you as a member of the Tenancy Deposit Scheme.

The following is for your scheme administrator and gives global access to your company record on the website. We strongly advise that administrators give each branch their individual password. To find these, log onto the website using the global code, go to landlords and tenancies, individual branch codes are listed under branch details.

Website: www.tenancydepositscheme.com and click 'Member login'
Username: admin@ukrealtymgmt.co.uk

The user name is case sensitive.

A temporary password has been sent to admin@ukrealtymgmt.co.uk you, you will be prompted to change the password to one of your choice when you first log in.

Your subscription fees

We have agreed the following terms:

Price per tenancy: £12.95 (+ VAT)

Membership term: 1 years, expiring on 31 March 2024

You have not yet paid any fees because we have agreed that we will, for the first year of membership, bill you monthly in arrears based on the number of deposits you register with TDS.

Monthly invoicing will be as follows:

1st April 2023 – 1st March 2024

Future membership years

Our membership year runs from 1st April to 31st March. Please note we will send out your annual invoice in March for the following scheme years membership. This will result in you receiving your new annual invoice and your last monthly invoice alongside each other, both will need to be paid for continuous membership.

Our Invoices are calculated by taking a 'snapshot' of the number of tenancy deposits you have registered on the database in January – so do please keep your tenancy database up to date and end tenancies which have ended. Please note there is a minimum fee of £325.00 +VAT for all TDS Insured subscription members, applicable when the subscription invoice generated is less than the minimum value.

Update your tenancy agreement

When registering your tenancy deposits, you must also ensure that your tenancy agreements are compliant with the scheme rules. We provide suggest clauses for your tenancy agreement and these are enclosed in section B of the 'Prescribed Information and suggestion clauses' document.

More importantly, you must ensure that you serve Prescribed Information and any scheme leaflet on your tenants and any 'relevant person' – for example, a guarantor who has paid the deposit on the tenant's behalf.

Failure to serve Prescribed Information and scheme leaflet within the required 30 days is a breach of the law and may mean you are unable to rely on a section 21 notice or receive a penalty of between one and three times the deposit. Because of the importance of getting this right, TDS recommends that you also serve Prescribed Information when a tenancy is renewed, a statutory periodic tenancy arises or if there is a change during the tenancy.

The scheme leaflet is called *What is the Tenancy Deposit Scheme?* and it can be downloaded free of charge from www.tenancydepositscheme.com

If you are bringing over tenancy deposits from an alternative deposit protection scheme, you need to serve an addendum to your tenancy agreement with revised Prescribed Information and clauses relating to the deposit.

Guidance

To help guide you through the intricacies of the scheme we have produced a guidance document *Operational Procedures and Advice for Members*. This can be found on our website under 'documents and forms' and can be accessed once you have logged in.

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Dispute case studies and useful information

We publish guides to how we resolved disputes, and you may find them useful when trying to resolve your tenancy deposit disputes, before you refer them to TDS. You'll find details here: <http://www.tds.gb.com/case-studies.html>

Scheme Rules

Please note that by joining the Tenancy Deposit Scheme you are agreeing to abide by the scheme rules and tenancy deposit legislation as set out in the Housing Act 2004. A copy of these rules can be found on our website – www.tenancydepositscheme.com under the tab, documents and forms.

It is imperative that you read and understand the implications of not adhering to them. If you have any questions, my team will be very pleased to answer any queries you may have.

Promote your membership!

Finally, by logging on to the TDS website, you have access to a wealth of documentation concerning the dispute process and how we go about resolving them. In addition, you can download logos to promote that you are a member of TDS. These can be used on your website and marketing materials to give your clients the peace of mind that their tenancy deposit is protected.

Thank you for choosing TDS.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Steve Harriott', with a stylized flourish at the end.

Steve Harriott
Chief Executive