|  |  |
| --- | --- |
| [Tenant Name]  [Tenant Address]  [Tenant Email]  [Tenant Telephone] |  |
|  | [Landlord Name]  [Landlord Address] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Letter before action: Failure to protect my tenancy deposit in accordance with the law |

I am the assured shorthold tenant of [rented property address], which you rented to me on [tenancy start date].

I am writing concerning the deposit of £[deposit amount] I paid to you on [date] as a security against my obligations to you under the terms of my tenancy agreement.

Section 213 of the Housing Act 2004 requires that you protect my deposit with a government-backed scheme within 30 days of the payment of my deposit. You are also required to provide me with details of the scheme you have used along with certain other information.

[Delete the sentences below that don’t apply]:

* You failed to protect my deposit with a government-backed scheme.
* You failed to protect my deposit within 30 days of the payment of my deposit.
* You failed to give me the necessary information about the tenancy deposit scheme you used within 30 days of the payment of my deposit.
* You informed me that you had protected my deposit with [add name of scheme] but I found no evidence that you had done so.

Section 214 of the Housing Act 2004 provides that where the court is satisfied that you failed to comply with your obligations under the law relating to tenancy deposit protection it must order that you pay me between 1 and 3 times the amount of the deposit paid.

I will also be asking the court to order that you pay my deposit into a custodial tenancy deposit protection scheme.

I am open to reasonable offers to settle this matter.

If I do not hear from you or we are unable to come to a reasonable agreement by [add date allowing at least 14 days from receipt of your letter], I will issue court proceedings in the county court without further notice.

I will also be asking for an order to cover my costs. I will be relying on court rules for pre-action conduct that say you may have to pay more in costs if you ignore this letter.

Yours faithfully,

[Tenant Name]

[Tenant Signature]