

Application for Membership



Complete this form if you are looking to hold the deposit in your own client account during the tenancy. Prices per tenancy are detailed on our website.

Do not complete this form if you are looking for TDS to hold the deposits - please join our Custodial scheme instead at www.custodial.tenancydepositscheme.com.

Section 1: Details of Firm

What best describes your firm?

- Letting agent Housing Association Corporate landlord (please enclose a copy of your latest accounts)

i Please select Corporate Landlord if the firm owns and manages all properties directly and holds more than £100,000 in deposit funds.

Other (please state) _____

Company name (legal entity) _____

Company number

Trading name (if different) _____

Full names of owners of firm if not a registered company _____

Head office address _____

Postcode _____

Correspondence address (if different to head office address) _____

Postcode _____

Telephone number _____

Email address _____

The company expects to register , deposits with TDS in the next 12 months

The value of these deposits is expected to be £ ,

Section 2: Approved Body Membership & Eligibility

This firm is a member of:

- ARLA NALS RICS None (see below)
 Law Society NAEA UKALA

i If you have selected 'None' you will need to go through a Lettings Partnership check - see below

Membership number

If you selected 'None' above, you need to go through a Lettings Partnership review (fee paid by the applicant). Please see <https://tds.agent.thc.co.uk>. Please tell us whether you have completed this check, or if you would like us to refer you:

- I have completed this Please refer me

Please note that the Letting Partnership may not confirm your suitability and you will be invited to join our Custodial Scheme instead.

Do you have Client Money Protection Insurance?

Yes No

Name of insurer _____

Please state cover amount £ ,

Policy number

Do you hold tenancy deposits and other client money in a ring-fenced client account?

Yes No

Which redress scheme are you a member of?

The Property Ombudsman Ombudsman Property Services Property Redress Scheme

Have you ever been a member of another tenancy deposit scheme?

Yes No

If yes, which one? _____

Are you still a member?

Yes No

We can help with the transfer of deposit protections from another scheme. Are you looking to transfer from another scheme to TDS?

Yes No

What made you join TDS?

Where did you hear about TDS?

If you have been corresponding with a TDS representative about your application, please tell us their name:

Are you happy for us to publicise your new membership of TDS? We may do this through social media, a blog or a news item on our website and would include links to your website.

Yes No

Section 3: Compliance with TDS Rules

I agree on behalf of myself/the firm and my/our clients:

1. I/We will be bound by the Membership Rules for Lettings Agents and Corporate Landlords and the Rules for the Independent Resolution of Tenancy Deposit Disputes.
2. I/We will provide the information prescribed by statute and regulation.
3. I/We will inform TDS promptly if we open or close an office.
4. I/We will inform TDS promptly if there are any changes of ownership or tenants during the course of the tenancy.
5. I/We will co-operate with TDS in the event a dispute is referred for adjudication and that the decision of the adjudicator is final and binding.
6. I/We are not subject to recent or on-going disciplinary procedures of my/our professional body.
7. Subject to my/our written consent, TDS may have access to our credit rating should TDS determine that it is necessary to process this application.
8. I/We accept that TDS can carry out an audit at my/our expense if they reasonably consider that it is necessary to verify the accuracy of my/our returns for the purpose of calculating my/our subscription.
9. I/We undertake to pay any disputed deposit to TDS within ten days of being asked to do so.
10. All deposit registrations will be submitted via the TDS website.

Name _____

Signed _____

Dated / / _____

What you need to do now

Complete the form and return it to: customer.relations@tenancydepositscheme.com

Or post it to:

TDS, 1 The Progression Centre, 42 Mark Road, Hemel Hempstead, Herts, HP2 7DW

When we receive your complete application, we will confirm the details and let you know the progress and the subscription fee we can offer you within ten working days.

Once we confirm your membership, you will be able to start registering deposits. If we do not receive a response to a request for information from you within 3 months, we will close your application.

So that we can provide you with the login details for each of your branches, please supply us details for each branch on the next page.

Details of your Branches

Branch 1	Telephone number
Email address	
Postal address	
Postcode	

Branch 2	Telephone number
Email address	
Postal address	
Postcode	

Branch 3	Telephone number
Email address	
Postal address	
Postcode	

Branch 4	Telephone number
Email address	
Postal address	
Postcode	

If you have more branches, please provide the details of these separately and attach with your application.

Contact us

 TDS, 1 The Progression Centre,
42 Mark Road, Hemel Hempstead,
Herts, HP2 7DW

 www.tenancydepositscheme.com  0300 037 1000