

[Use this letter if you are a sole tenant with an assured shorthold tenancy that began or was renewed after 6 April 2007 and your tenancy has ended.]

[delete text in square brackets] <insert/choose text in arrows>

<Your current address  
Your postcode>

<Date>

<Your landlord's address  
Postcode>

Dear <your landlord's name>,

### **Letter before action**

#### **Failure to protect my tenancy deposit with a deposit protection scheme**

I am the former tenant of <address of property> which you let to me on an assured shorthold tenancy starting on <date>.

I am writing concerning the deposit I paid to you on <x date> as a security against my obligations to you under the terms of my tenancy agreement.

Before my tenancy ended:

<I did not receive information from you about the protection of my security deposit with a government backed scheme.>

[or]

<I received information from you that you had protected my security deposit with Deposit Protection Service /My Deposits/Tenancy Deposit Scheme [delete as appropriate], but the scheme could not confirm that my deposit was protected with them as stated by you.>

It is my belief that:

<you failed to comply with your legal obligations to protect my deposit with a government-backed tenancy deposit scheme>

<and/or>

<you failed to provide me with the information about tenancy deposit schemes required by law within the time limits required>.

I have made enquiries of the deposit protection schemes to establish if my deposit is protected, but have been unable to find any evidence that my deposit has been protected with: <Deposit Protection Service, My Deposits, Tenancy Deposit Scheme

*[delete as appropriate] >.*

The law required you to protect my tenancy deposit within 30 days of it being received by you, and provide me with certain information about which scheme you used. As you have failed to comply with the requirements of the law, I am entitled to have my deposit refunded to me in full.

<I have previously requested that you return my deposit to me, but you have failed to do so. I attach copies of my letters dated <x date> and <x date>.>

I therefore request that, within 14 days of receiving this letter, you pay me the sum of <£XX> being the amount of the deposit paid to you.

If I do not receive payment or a substantial response from you by < x date – allow at least 14 days from receipt of the letter>, I intend to issue court proceedings in the County Court without further notice. I reserve the right to include a claim for interest, costs and compensation in addition to the amount of the deposit. Please be advised that the courts may order you to pay compensation of between one and three times the value of my deposit.

I will be relying on the Court Civil Procedure Rules Practice Direction: Pre-action Conduct. I must therefore draw your attention to paragraph 4 concerning the court's powers to impose sanctions for failure to comply with the Practice Direction; and inform you that ignoring this letter before action may increase your liability for costs.

Yours sincerely

<Your signature and name>

Contact telephone number: <your number>

Attached:

*[You must attach and list the evidence you intend to rely on in court, eg:]*

1. Copy assured shorthold tenancy agreement
2. Proof of payment of deposit
3. Copy letters to landlord
4. Copy letters from landlord
5. Copy screenshots from tenancy deposit schemes
6. Copy letters from tenancy deposit schemes confirming no deposit on record>