

# Application Form for Landlords



## Application for Membership - Landlords

### Notes on how to complete this Application Form

- This Application Form should be completed by all landlords who wish to join the my|deposits Insurance-Based Tenancy Deposit Protection Scheme.
- Applicants who run their lettings business in their private name, and own personally the properties they let, should complete sections A1, A2, C and D of this form.
- Applicants who run their lettings business in the name of a limited company or partnership, (which owns the properties to be let) should complete sections B1, B2, C and D of this form.
- Applicants who run their business as a letting or managing agent (ie they do not own the properties and act as an agent for other landlords) should **NOT** complete this application form but request to join as an agent of the Scheme. Such applicants must complete an Agent Application Form.
- All questions must be answered in **BLOCK CAPITALS** using black ink. The Scheme will not accept any application form where questions are answered incorrectly, left blank or are illegible.
- It is a condition of Scheme membership that you:
  - Read
  - Understand
  - And agree to abide by The Scheme Rules of Membership (a copy of these rules is available to read or download from our website [www.mydeposits.co.uk](http://www.mydeposits.co.uk)).

By signing this application form and paying the fees due, you agree to abide by the Scheme Rules. Breach of the Scheme Rules will render your membership invalid and result in deposits not being protected.

- Membership of the Scheme cannot be granted without payment of the membership fee in cleared funds. You will not be able to protect any deposits during this time.
- If you wish to apply using this form, we can only accept payment by cheque. If you wish to apply and pay by Credit/Debit Card you can do so online at [www.mydeposits.co.uk](http://www.mydeposits.co.uk) or by contacting us on 0844 980 0290.
- Your membership of the Scheme will not commence until you have received written confirmation from the Scheme.

### What you will need to complete this form:

- Your contact details
- Your mother's maiden name
- Your cheque book
- If applicable, your trade organisation/professional body membership number and promotional code

Sponsored by



[www.landlords.org.uk](http://www.landlords.org.uk)

Administered by



[www.hfis.co.uk](http://www.hfis.co.uk)

Authorised by



[www.communities.gov.uk](http://www.communities.gov.uk)

## TO BE COMPLETED BY PRIVATE INDIVIDUAL LANDLORDS ONLY

### Section A1 - Personal Information

Please ensure that all the information in the following section is correct. It will be used to create your my|deposits membership certificate that will be issued to your tenants.

Q1. Title:  First Name:  Last Name:

Q2. Please state your correspondence address and postcode. We will send all membership information and postal communications to this address. Please ensure that the address you provide is your regular correspondence address. We regret that we cannot accept an application for membership from a landlord who can only provide a PO Box address, OR who resides in the Isle of Man, OR who resides permanently outside the United Kingdom.

Address:   
  
  
 Postcode:

Q3. Please provide us with the following contact details (Please tick your preferred method of communication):

UK Landline Telephone:   Mobile Telephone:    
Work Telephone:    
Email:

Q4. Please provide the following security information. This will be used by the Scheme to perform adequate security checking should you ever need to contact us by telephone.

Date of Birth:   /   /     Mother's Maiden Name:

### Section A2 - General Questions

**Guidance Notes:** These questions relate to our acceptance criteria and must be answered to the best of your knowledge. We reserve the right to check the validity of your answers with credit and fraud checking organisations. We regret that membership of the Scheme will be declined if you provide an adverse response to these questions or fail to answer them all.

Have you ever been:

Q1. Convicted of (or do you have a hearing pending for) money laundering, fraud or any other financial crime? YES  NO

Q2. Refused membership of any other tenancy deposit protection scheme whether insurance-based or custodial? YES  NO

Q3. Refused a licence to operate a private rented property as required under the Housing Act 2004? YES  NO

## TO BE COMPLETED BY COMPANY OR PARTNERSHIP LANDLORDS ONLY

### Section B1 - Company Information

Please ensure that all the information in the following section is correct. It will be used to create your my|deposits membership certificate that will be issued to your tenants.

Q1. Company Name:

Q2. Contact Name:

Q3. Please state your correspondence address and postcode. We will send all membership information and postal communications to this address. Please ensure that the address you provide is your regular correspondence address. We regret that we cannot accept an application for membership from a landlord who can only provide a PO Box address, OR who resides in the Isle of Man, OR who resides permanently outside the United Kingdom.

Address:   
  
  
 Postcode:

Q4. Company Registration Number (where applicable):

Q5. Address of Registered Office. We regret that we cannot accept an application for membership from a company that can only provide a PO Box address, OR is registered in the Isle of Man, OR is operated from outside the United Kingdom.

Address:   
  
 Postcode:

Q6. Please provide us with the following contact details (Please tick your preferred method of communication):

UK Landline Telephone:   Mobile Telephone:

Work Telephone:

Email:

Q7. Please provide the following security information. This will be used by the Scheme to carry out security checks should you need to contact us by telephone. This must be a memorable word or number at least 8 characters long.

### Section B2 - Details of Directors and Partners

**Guidance Notes:** These questions relate to our acceptance criteria and must be answered to the best of your knowledge. We reserve the right to check the validity of your answers with credit and fraud checking organisations. We regret that membership of the Scheme will be declined if you provide an adverse response to these questions or fail to answer them all.

Has your company, partnership or trading entity, its directors, partners and/or owners ever been:

Q1. Convicted of (or do you have a hearing pending for) money laundering, fraud or any other financial crime? YES  NO

Q2. Refused membership of any other tenancy deposit protection scheme whether insurance-based or custodial? YES  NO

Q3. Refused a licence to operate a private rented property as required under the Housing Act 2004? YES  NO

## Section C - Declaration

To the best of my knowledge and belief the information provided in connection with this application, whether in my own hand or not, is true and I have not withheld any material facts. I understand that non-disclosure or misrepresentation of relevant facts may entitle the Scheme to void my membership immediately and without appeal.

I have read, understand and accept the Scheme Rules of membership. I agree to abide by the Scheme Rules. I accept that my signature binds me, my estate and my personal representatives.

Signature:  Name:  Date:

Position in Company (if applicable):

To assist us with an analysis of the effectiveness of our marketing activity please advise us how you heard about my|deposits:

## Section D - Joining Fees

The standard price of registering with my|deposits is: **£57.50** (inclusive of VAT)

Certain professional bodies and trade organisations have negotiated discounted joining fees for their members. If you believe you qualify, please contact your trade organisation for further details. They will advise you of the discounted joining fee and the Promotion Code that you will need to quote to qualify for the discount. When you have obtained this information please complete the questions below and return the application form to us with payment of the joining fee by cheque.

Organisation Name:

Membership Number:

Promotion Code:

Discounted Membership Fee enclosed (inclusive of VAT):

**WARNING** - Where a discount has been claimed against a membership fee, failure to provide both a valid Promotion Code and your Association Membership Number will result in the application being declined. Failure to supply the correct information or payment of an incorrect amount of your joining fee will result in your application being declined. We reserve the right to check this information against databases held by your professional body or trade association.

Please make all cheques payable to 'mydeposits'.

Your membership will not be activated until you have received confirmation from us. You will be unable to protect any deposits until your membership has been agreed.

### DATA PROTECTION

Communities and Local Government has appointed Tenancy Deposit Solutions Limited T/A mydeposits and/or HFIS plc T/A Hamilton Fraser Insurance as a Scheme Administrator to act on its behalf to gather and process the information you provide together with information from other services for the purpose of providing a tenancy deposit scheme as regulated by The Housing Act 2004. This includes the provision of alternative dispute resolution. For further information, please refer to the full Data Protection Notice at the end of the Scheme Rules or contact mydeposits on 0844 980 0290 or email [dataprotectionact@mydeposits.co.uk](mailto:dataprotectionact@mydeposits.co.uk) or write to Customer Services Manager, Hamilton Fraser Insurance, 3rd Floor, Kingmaker House, Station Road, New Barnet, Herts EN5 1NZ.

### STATUS

mydeposits is an Appointed Representative of HFIS plc who are authorised and regulated by the Financial Services Authority – Member Number 306513. You can check this information by visiting [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register) mydeposits Registered Office: 3rd Floor, Kingmaker House, Station Road, New Barnet, Herts EN5 1NZ Registered in England: 05861648. VAT No. 893 9729 49.

### Next Steps

Please enclose your cheque and return to:  
**mydeposits**  
Ground Floor, Kingmaker House  
Station Road  
New Barnet  
Herts  
EN5 1NZ