Your request for the return of the tenancy deposit

Dear

Thank you for your letter dated

☐ I confirm that I have transferred the full amount of the deposit to the account details provided

Or

☐ I intend to make the following deductions as per the schedule over the page:

Please confirm whether you agree with the deductions so I can ☐ transfer ☐ send by cheque, the remaining amount to you.

If you do not agree with the deductions then please let me know why.

Yours sincerely

This template is provided by mydeposits.

my deposits
DEPOSIT PROTECTION

Reasons for Deposit Deductions

To be completed by the landlord or letting agent member responding to a tenant's request for the return of the deposit.

Deposit Deductions

Your tenant has requested their deposit back. Please use this form to set out if you are intending on making any deductions to the deposit and also provide your tenant with evidence to show you have or will incur a cost as a result of the breach.

Below is an example of how you may wish to lay out your case.

Deduction - Example		
Reason 1: *Carpet Cleaning*	**Amount you are withholding: £** *70.00*	**Evidence:** YES ✔ NO ☐
Details of issue: *The carpet requires professional cleaning due to the condition it was left in. This cost me £70.00 and I provide a receipt showing I have incurred this cost. The check in explains that the carpet was in a good condition whereas the check out states that it was in a poor condition and required cleaning.*		

Deduction		
Reason 1:	**Amount you are withholding: £**	**Evidence:** YES ☐ NO ☐
Details of issue:		

Deduction		
Reason 2:	**Amount you are withholding: £**	**Evidence:** YES ☐ NO ☐
Details of issue:		

Deduction

Reason 3:	Amount you are withholding: £	Evidence:
		YES ☐ NO ☐

Details of issue:

Deduction

Reason 4:	Amount you are withholding: £	Evidence:
		YES ☐ NO ☐

Details of issue:

Please use the space below to provide any further reasons for making deductions to the deposit.

Authorised by

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DEPOSIT PROTECTION

Department for
Communities and
Local Government

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