*[*[***Add your address***]

[***Add the date***]

[***Add your landlord’s address***]

Dear [***your landlord’s name***],

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

I am the former assured shorthold tenant of [***add address of property***], which you rented to me on [***add date***]. My tenancy ended on [***add date***].

I am writing concerning the deposit of [***add amount***] I paid to you on [***add date***] as a security against my obligations under the terms of my assured shorthold tenancy agreement. You repaid my deposit on [***add date***].

Section 213 of the Housing Act 2004 required that you protected my deposit with a government-backed scheme within 30 days of the payment of my deposit. You were also required to provide me with details of the scheme you’ve 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 am open to reasonable offers about compensation to settle this matter to avoid the costs of going to court.

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 reserve the right to include a claim for interest on the unreturned deposit.

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 sincerely

[***Add your name***]

Contact telephone number: [***Add your phone number***]