

Tenancy Deposit Record

Make each deduction defensible by writing down the reason, the amount and where the photograph or invoice is at the time you make it.

What deposit was taken, where it is held, and exactly what was deducted at the end and why.

EVIDENCE EACH DEDUCTION AS YOU MAKE IT

Most deposit disputes come down to whether the deduction was evidenced. Record the reason, the amount and where the supporting photograph or invoice is, at the time — not months later from memory. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

Property

Tenant

Tenancy from

to

TAKEN

Deposit amount

Date received

Held with

Reference

Tenant given the details on

Where the paperwork is kept

RETURNED

Deduction claimed for	Amount	Evidence held	Tenant agreed	Date

Total deducted

Returned to tenant

Date returned

Paid to

Landlord or agent

Tenant

Date