

Registration of tenancy



For the Scheme Administrator's use only

Tenancy Number

A charge of £12.50 +VAT is made for each tenancy registered on your behalf. The data will not be entered on the tenancy database until payment has been made.

Make cheques payable to: The Dispute Service Ltd

I would like to register the following tenancy on behalf of the company below

Scheme member		Membership number
Phone	Email	Fax
Address of property <i>(please type address on one line)</i>		Postcode

Name of landlord	Mobile phone	Email	Unique ID <i>(if known)</i>

Name(s) of tenant(s)	Mobile phone	Email	Unique ID <i>(if known)</i>

Please supply the following information about the tenancy:

When did the tenancy start ?	Day	Month	Year
When is the tenancy due to end ?	Day	Month	Year
How much is the deposit ?	£		
When was it/will it be paid ?	Day	Month	Year

I/we will inform the Scheme Administrator:

- 1 If I/we dispose of the property/put it in the hands of a different firm of letting agents *(form TDS8)*
- 2 The tenants change during the course of the tenancy *(form TDS8)*
- 3 When the tenancy comes to an end *(form TDS 9)*

Title (Mr, Mrs, Ms, Dr)	Name	Position
Signed		
Day	Month	Year