



Tenancy Deposit Scheme



TDS Criteria for Approved Bodies



Criteria for approved bodies

The following is a list of the questions and criteria against which a potential Approved Body will be assessed. If it is accepted it will be assigned to one of the membership categories listed in Rule 2.2.2 of the TDS Membership Rules.

Some questions and criteria will carry a differential weighting to reflect their importance to TDS, and of the risks associated with particular groups of prospective Members. It is not expected that all the questions and criteria will apply to all prospective Approved Bodies.

Does the organisation:

- a have defined minimum entry standards?*
- b enforce a comprehensive code of practice?*
- c have defined service standards?*
- d require annual financial reporting?*
- e impose rules for the handling of clients' money through properly designated clients' accounts?*
- f have a pro-active compliance monitoring regime?*
- g require its Members to have client money protection insurance, and if so to what limits?*
- h require Members to hold professional indemnity insurance; and if so to what limits?*
- i require Members to have an internal complaints procedure?*
- j have defined and effective disciplinary procedures?*
- k offer a training and qualification programme?*
- l have recognition as a statutory regulator under any government scheme or legislation?*
- m have endorsement by Accreditation Network UK?*



Will the organisation be able to offer TDS:

n an unconditional guarantee in the event of financial default by any of its Members?

And if so, to what extent?

o assistance with Membership administration e.g. collection of subscriptions?

Contact details

Tenancy Deposit Scheme
PO Box 1255
Hemel Hempstead
Herts HP1 9GN
Tel: 0845 226 7837
Fax: 01442 253 193
Email: deposits@tds.gb.com
Web: www.tds.gb.com

Revised February 2011