

Section 2 Response to the dispute

My response to the dispute is: You must summarise the dispute and your response here even if you attach other documents. If you do not do so, the form will be returned to you and the adjudication will be delayed. Please continue on extra paper if necessary.

Section 3 Documents

This column is for office use only:

Please check boxes to show which documents you are sending:

Documents which the Independent Case Examiner would usually expect to see:

- The tenancy agreement**
- Check-in report**, together with inventory and schedule of condition (*signed copy, if available*)
- Check-out report** (*signed copy, if available*)
- Statement of tenancy rent account**, showing any periods for which rent was not fully paid, if applicable
- Decision concerning the payment of Housing benefit**, if applicable
- Relevant receipts, invoices and quotes**

Other documents which may be helpful to the adjudication:

- Brief description of property**
- Photographs** (dated, signed and labelled to refer to a specific claim and other documents eg check in/ check out reports)
- Copies of relevant correspondence**, especially concerning any proposed settlement of the dispute
- Vacating instructions**
- For landlords/agents:** terms of business/management agreement
- For agents:** photographs of the property and marketing details
- For agents:** deposit reconciliation statement showing agreed payments made
- Other**, please specify in the box below

Other documentation I would like the ICE to consider:

Section 4 Granting authority for the ICE to consider your dispute

Please read carefully and refer to Guidance Notes Section 5

By agreeing to the items listed below you will give authority to the Independent Case Examiner to consider your dispute.

- I/we would like the Independent Case Examiner to consider this dispute.
- I/we agree to co-operate with the investigation and comply with the recommendations.
- I/we agree that the decision of the Independent Case Examiner will be final and binding.
- I/we consent to the Independent Case Examiner copying this form and any supporting documents to the other party(ies) in the dispute; to the appointed adjudicator; to anyone else involved in resolving it; and to any party with liability for payment as a result of the adjudication.
- *Tenants only:* I/we agree that TDS shall keep the disputed amount of the deposit until the Independent Case Examiner has made his adjudication and for a reasonable time thereafter to allow for its payment in accordance with the determination.

I/we agree to the above and confirm that I/we believe that the facts as stated in this Response are true.

SIGNATURE

*Please note that this document **MUST** be signed. If it is not the form will be returned to you and the adjudication will be delayed. It is **NOT** necessary for all tenants or landlords to sign the form.*

Name(s)	Signature	Date
		D D M M Y Y Y Y
		D D M M Y Y Y Y
		D D M M Y Y Y Y
		D D M M Y Y Y Y

Please POST this form, along with all supporting documentation to:

**The Dispute Service Ltd
PO Box 1255
Hemel Hempstead
Herts
HP1 9GN**

Section 5 What happens next?

- After we have received responses to the dispute from the other parties, we will appoint an adjudicator to determine the dispute.
- We aim to complete our adjudication and make payment to the parties within 28 days of receiving all the papers.
- If you wish to check the progress of your dispute you can do so by following the instructions on our website at www.thedisputeservice.co.uk.

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