

Changes during the tenancy



For the Scheme Administrator's use only

Tenancy Number

A charge of £12.50 +VAT is made for each form entered 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 changes that have happened during the course of this tenancy:

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

A I/we have sold the property/transferred the management of the tenancy to: *(delete this section if not applicable)*

Name of individual/firm		Contact name
Address <i>(please type address on one line)</i>		Postcode
Phone	Email	Fax

Are they members of this scheme? *(please tick as applicable)*

YES NO Don't know

What is their unique identifier? *(if known)*

& or B I/we no longer have all the original tenants. The tenants now are: *(delete this section if not applicable)*

Unless this form is completed and there is a dispute over a deposit, the Independent Case Examiner will only make an award to the tenants named on the tenancy agreement

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

I/we have issued a new tenancy agreement *(please tick one box only)*

YES NO

I/we have carried out a fresh inventory *(please tick one box only)*

YES NO

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