



TDS Agent Review Checklist

Use this Checklist as a guide to help you gather the required information and documents **before** starting the actual HealthCheck questionnaire.

SUPPORTING DOCUMENTS TO BE UPLOADED WITH YOUR ONLINE APPLICATION:

SUMMARY page(s) from your Tenant Deposit Scheme Provider(s) (showing number of tenancies & value).....

DETAILED Bank Statements covering the last **30 days** for ALL Client Money accounts held* including tenant deposit accounts, overseas tax etc. All statements must show running balances.....

DETAILED Bank statements for **ALL Client Money Accounts held*** for the period specified [HERE](#) (click to view) **or** ALL Client Account bank statements if your agency only started trading **within the last 6 months**

(NOTE: Bank statements cannot be accepted in Excel or .csv format)

BANK LETTER dated within the last 12 months confirming that all Client Money Accounts* are ring-fenced and that the bank has no right to set off funds against any company, business or personal liabilities

* **DO NOT INCLUDE accounts for Commercial lettings & block management**

SOME OF THE INFORMATION THAT WILL BE REQUIRED:

| | |
|--|---|
| • Financial Year end date: | |
| • VAT Number: | |
| • Client Money Protection (CMP) provider: | |
| • Client Money Protection (CMP) Insurance policy or scheme reference number & renewal date: | |
| • Redress Scheme provider (TPO, TPOS, PRS): | |
| • Redress Scheme Group Name or Registration number: | |
| • Principals, Partners, Directors full names + month & year of birth: | |
| • Professional Indemnity Insurance provider: | |
| • Professional Indemnity Insurance policy full details: | |
| • Industry Trade Body memberships held (ARLA, UKALA, NALS etc): | |
| • <u>Lettings Portfolio Information</u> | |
| Total no. ALL live tenancies | |
| Total number of rents collected by you monthly | |
| Average monthly rent on AST's / or PRTs (Scotland) across portfolio | £ |
| Total no. all new tenancies arranged in last 3 months (inc FM, RC & Let Only) | |
| Total no. all new deposits protected by you in last 3 months | |
| Total no. tenancies ended in last 3 months where agent responsible for protecting deposit | |
| Breakdown of number of Protected & Unprotected Tenant Deposits | |
| No. of tenancy disputes currently awaiting resolution | |
| New deposits – how long on average does it take to register new deposits with DPP? | |
| End tenancy deposits - How long on average to return deposit once figures agreed | |
| • <u>Money held</u> | |
| Total of unclaimed client money held (e.g. unable to be returned as tenant left country) | £ |
| • <u>ALL Client money bank account(s) including deposit account(s)</u> sort codes & account numbers | |