You can use this Checklist to gather together the required information and documents before starting the Agent Review as there is no ‘save & return’ option.

|  |  |  |
| --- | --- | --- |
| **SUPPORTING DOCUMENTS TO BE UPLOADED WITH YOUR QUESTIONNAIRE** | | |
| 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 the period **1st to 31st October 2023** for ALL Client Money accounts held**\***  ***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** membershipsheld *(ARLA, UKALA, NALS etc):* | | |
| * **Lettings Portfolio Information** | | |
| 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 |  | |
| * **Money held** | | |
| Total of unclaimed client money held (*e.g. unable to be returned as tenant left country*) | £ | |
| * **ALL Client money bank account(s) including deposit account(s)** sort codes & account numbers | | |