

Application for Membership: Housing Association



You should complete this form if you are a registered provider of social housing in England or Wales.

Section 1: Details of Your Firm

Name of Regulated Provider

Head Office Address

Postcode

Correspondence address (if different to head office address)

Postcode

Telephone number

Email address

Website

If a Limited Company, please give registered number

Section 2: Approved Body Membership & Eligibility

The firm is a regulated member of

- ARLA NALS RICS Registered Provider
 Law Society NAEA UKALA

Approved body membership number

We are a registered provider of social housing in:

- England Wales

Do you have Professional Indemnity Insurance?

- Yes No

If Yes, please state amount £

Name of insurer

Section 2: Approved Body Membership & Eligibility

Do you hold Tenancy deposits and other client money in a ring-fenced client account?

Yes No

Have you ever been refused a license to operate an HMO under the mandatory requirements of the Housing Act 2004?

Yes No

Have you ever been a member of another Tenancy Deposit Scheme?

Yes No

If yes, which one was it?

Are you still a member?

Yes No

What made you join TDS?

Where did you hear about TDS?

Do you have a written complaints procedure?

Yes No

We will submit deposit data (please tick as applicable):

Online Paper

Please note: there is an additional charge for each paper deposit data submission, the cost of this is £12.50+VAT per deposit. Registering a deposit online is free.

Section 3: Compliance with TDS Rules

I agree on behalf of myself/the firm and my/our clients:

1. I/We will be bound by the Membership Rules for Lettings Agents and Corporate Landlords and the Rules for the Independent Resolution of Tenancy Deposit Disputes.
2. I/We will provide the information prescribed by statute and regulation.
3. I/We will inform the Scheme Administrator promptly by e-mail or telephone if we open or close an office.
4. I/We will inform the Scheme Administrator promptly by e-mail or telephone if there are any changes of ownership or tenants during the course of the tenancy
5. I/We will co-operate with TDS in the event a dispute is referred for adjudication and that the decision of the adjudicator is final and binding.
6. I/We are not subject to recent or ongoing disciplinary procedures of my/our professional body.
7. Subject to my/our written consent, TDS may have access to our credit rating should TDS determine that it is necessary to process this application.
8. I/We accept that the scheme administrator can carry out an audit at my/our expense if they reasonably consider that it is necessary to verify the accuracy of my/our returns for the purpose of calculating my/our subscription.
9. I/we confirm that all deposits are held in a trust account separate from the funds of the Housing Association.
10. I/We undertake to pay any disputed deposit to TDS within ten days of being asked to do so.

Name _____

Signed _____

Dated _____

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What you need to do now

- Complete the form and return it to customer.relations@tenancydepositscheme.com or post it to: **TDS, Unit 1, The Progression Centre, 42 Mark Road, Hemel Hempstead, Herts HP2 7DW**
- When we receive your complete application, we will confirm the details and let you know the progress and the subscription fee we can offer you within ten working days.
- Once you have paid your membership fee, you will be able to start registering deposits.

So that we can provide you with login details for each of your branches, supply us details for each branch on the next page.

Details of your Branches

So that we can provide you with login details for each of your branches, please let us have details for each of your branches below:

Branch 1 Telephone number

Email address

Postal address

Postcode

Branch 2 Telephone number

Email address

Postal address

Postcode

Branch 3 Telephone number

Email address

Postal address

Postcode

Branch 4 Telephone number

Email address

Postal address

Postcode

If you have more branches, please provide the details of these separately and attach with your application.