

TDS Landlord's Guide

Northern Ireland How to register a deposit

INSURED SCHEME

This guide sets out what landlords and agents need to do to register a deposit with TDS Northern Ireland's insured scheme.

Step by Step

1. Preloading your Prescribed Information details

When you protect a deposit with TDS Northern Ireland, you are required by law to give the tenant "Prescribed Information". This explains what has happened to the deposit and how TDS Northern Ireland protects it.

The Prescribed Information must include the number of the clause(s) in your tenancy agreement that sets out the circumstances in which you may claim deductions from the deposit at the end of the tenancy. If you intend to use the same tenancy agreement for all of your deposits, you only need to enter this information once. It will be used on all deposit registrations that you make.

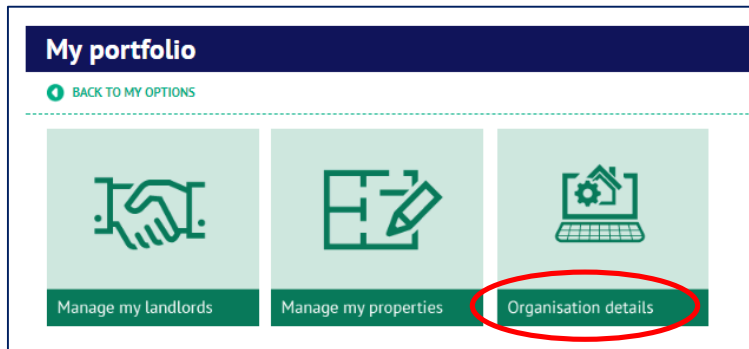
All other details needed for the Prescribed Information are provided when you register a deposit.



Log into your TDS Northern Ireland account and select the **"My Portfolio"** option.



Select the **"Organisation details"** option.



➔ Select the “**Edit**” option.




➔ This page will show a section headed “**Prescribed Information**”

➔ Enter here the number of the clause(s) in your tenancy agreement that explains the circumstances when all or part of the deposit may be retained by you at the end of the tenancy (the ‘deposit use clause’).

➔ When you are finished, press “Submit”.

Organisation details

🏠 BACK TO ORGANISATION DETAILS



Toolkit

- Deposit management
- Dispute management
- My portfolio
- Manage my landlords
- Manage my properties
- Organisation details
- Branch details
- Reporting

Organisation details

Company name	Johnnie Johnson
Registered name	<i>not supplied</i>
Trading name	<i>not supplied</i>
Company registration no.	<i>not supplied</i>

Postcode * 🔍 Find address ⓘ

Address * ⓘ

Town/City * ⓘ

County

Country * ⓘ

Telephone no. * ⓘ

Alt telephone no. ⓘ

General correspondence e-mail ⓘ

Prescribed Information clause(s)

The landlord is required to issue Prescribed Information to the tenant(s) within 28 days of receiving the deposit. The 'Download Prescribed Information' option in each deposit summary will pre-populate our template for this, and includes a reference to your tenancy agreement. Please enter the clause number(s) of your tenancy agreement which refer(s) to the deposit, and this will appear in the pre-populated form, available in each deposit summary page.

The circumstances in which the deposit can be retained by the landlord can be found in the following clause of the tenancy agreement ⓘ

Go back
Submit

Note: the details of the deposit use clauses you have now entered will be used to complete the Prescribed Information template for **all deposits** that you register on the system.

If you need an individual set of Prescribed Information to show different deposit use clause details (for example because you used different tenancy agreement clauses) this can be set up for an individual deposit registration. Please refer to **Section 9** below.

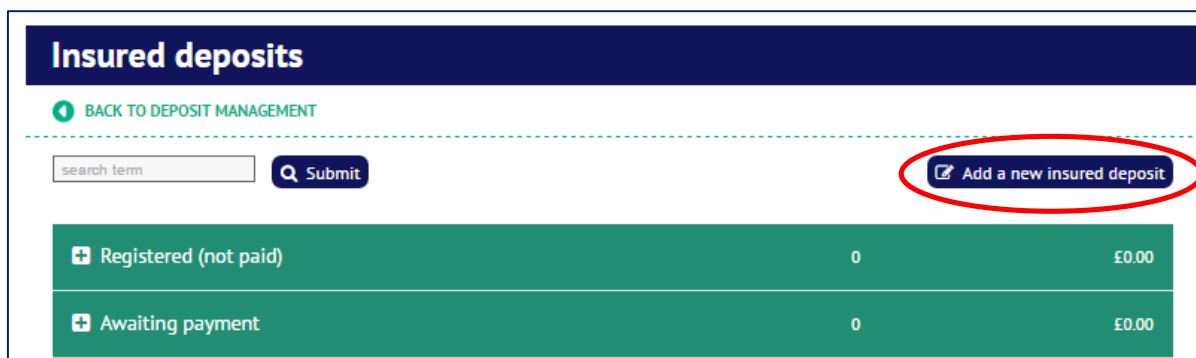
2. Registering the property and landlord details



Log into your TDS Northern Ireland account and select the “**Deposit Management**” option.



Select the “**Add a new insured deposit**” button.



NB You should make sure that you do not register the same property or landlord more than once in your online account. Follow the steps below to check.



You will see a form asking you to add “**Property details**”:

- If you have already registered the property in your account, you can select from a **drop-down list** (select the arrow icon to the right of the property address field to display the list of properties already registered)
- Alternatively, you can use the “**Find a property**” option to search the properties you have registered already
- If you have not yet registered the property in your account, you can add it now using the “**Add a new property**” option



Property already registered: When you select a property that you have already registered, this page will show you the property details.

- **If the property is not currently being used for a tenancy deposit protection**, you can select the option to **“View /edit property”**. This will allow you to review the details of the property, and any landlord(s) registered for it, and make changes.
- **If the property is already being used for a tenancy deposit protection**, you can select the option to **“View property”**. This will allow you to review the details of the property, and any landlord(s) registered for it. If you have selected the wrong property, select a different property in the screen shown above, or enter the details of a new property.



Registering a new property: If you register a new property here, you will be asked to complete details of the property and any additional details required for the landlord(s) associated with it.





When you are happy that you entered the correct property details, select **“Continue”**



3. Registering the deposit details



- ➔ Enter the following details for the deposit. The rent amount and your own deposit reference are optional. Fields marked with a red asterisk * must be completed.
- ➔ Make sure that you enter the correct **number of tenants** to be registered for the property.
- ➔ Select “**Continue**” once you are happy with the details.



Deposit details


Deposit amount * £ 1000.00 


Confirm deposit amount * £ 1000.00 


Deposit received date * 31 August 2017  

Tenancy start date * 01 September 2017  

Expected end date * 31 August 2018  

Number of tenants * 1 

Rent amount (per calendar month) £ 0.00 

Deposit reference 

[Go back](#) [Continue](#)

4. Registering the tenant details

➔ Enter the following details for the lead tenant. Fields marked with a red asterisk * must be completed.

➔ This page will also ask you if you want to add details of relevant persons – if so, select “Yes” and enter the required information.

A relevant person is anyone who paid the deposit on behalf of the tenant.

Lead tenant details

Tenant is business entity Yes No

Title * ⓘ

First name * ⓘ

Surname * ⓘ

E-mail * ⓘ

Mobile * ⓘ

Alternative e-mail ⓘ

Telephone ⓘ

Alternative telephone ⓘ

➔ Where you have stated that there is more than one tenant, additional pages will be presented to you for completion. The system will check that you have provided contact details for the correct number of tenants.

5. Confirm whether you have an agent acting on your behalf

➔ If you are a landlord registering a deposit, you will see a form asking you to add “Agent details”:

- If you need to add details of an agent acting on your behalf, you can add them now by selecting the “Add a new agent” option

Property details > Deposit details > Lead tenant details > Agent acting on your behalf

Agent details

Agent

Add a new Agent ⓘ

If you have an agent acting on your behalf you must give us their details - select 'Add a new Agent' to do this.

6. Check the details you have registered



You will be shown a summary of the details you have registered. Select **“Edit”** if you wish to make any changes.



Select **“Save and pay later”** to save the details you have entered and pay for it later.

- Deposits that you have registered but not paid to TDS Northern Ireland will show in the **“Registered (not paid)”** section of your Deposit management page.
- Remember that the deposit is not protected until you have paid the amount of the deposit that you are protecting to TDS Northern Ireland and it has been received in cleared funds.

The screenshot shows the 'Insured deposits' interface. At the top, there is a dark blue header with the text 'Insured deposits'. Below the header, there is a green button labeled 'BACK TO DEPOSIT MANAGEMENT'. Underneath, there is a section titled 'Information' with a search bar and a 'Submit' button. To the right of the search bar is a button labeled 'Add a new insured deposit'. Below this, there is a summary row for 'Registered (not paid)' with a count of '1' and a total amount of '£1,000.00'. Below the summary is a table with columns: Address, Start date, Deposit Amount, DAN, and Tenants. The table contains one row with the following data: Address: 1, High Street, AB1 2CD; Start date: 01 September 2017; Deposit Amount: £1,000.00; DAN: NI11578500; Tenants: 1. To the right of the table row are two buttons: 'Pay deposit fee' and 'View / Edit'. At the bottom of the table area is a button labeled 'Pay all'.



Select **“Add another deposit”** to add an additional deposit for protection, and then pay them both/all together.



Select **“Pay deposit protection charge”** to pay the deposit to TDS Northern Ireland now.

Add a new insured deposit

[BACK TO INSURED DEPOSITS](#)

Property details

Property name	1 High Street, Anytown AB1 2CD
House name/no.	1
Street/Locality	High Street
Town/City	Anytown
County	<i>not supplied</i>
Postcode	AB1 2CD
Country	United Kingdom
Number of bedrooms	<i>not supplied</i>
Number of rooms	<i>not supplied</i>
Furnished / Unfurnished	<i>not supplied</i>

[Edit](#)

Deposit details

Deposit amount	£1,000.00
Deposit received date	31/8/2017
Tenancy start date	1/9/2017
Expected end date	31/8/2018
Number of tenants	1
Rent amount	<i>not supplied</i>
Deposit reference	<i>not supplied</i>

[Edit](#)

Landlord details

Name	Johnnie Johnson
Telephone	07788998877
Email	johnnie@johnson.com
Alternative telephone	<i>not supplied</i>
Postcode	AB1 2CD
Address	10 The Avenue
Town/city	Anytown
County	Countyshire
Country	United Kingdom

Lead tenant details

Title	Mr.
First name	Joe
Surname	Jones
Email	joe@jones.com
Mobile	<i>not supplied</i>
Alternative email	<i>not supplied</i>
Telephone	<i>not supplied</i>
Alternative telephone	<i>not supplied</i>
Postcode	<i>not supplied</i>
Address	<i>not supplied</i>
Town/city	<i>not supplied</i>
County	<i>not supplied</i>
Country	<i>not supplied</i>

[Edit](#)

Other tenant details

No other tenants were supplied.

Relevant person details

[Add a relevant person](#)

No relevant persons were supplied.

[Save and pay later](#)

[Add another deposit](#)

[Pay deposit protection charge](#)

7. Pay deposit



You will be given the choice of paying by:

- **Debit card** – select and confirm this option, and you will be taken to the online payment portal operated by Worldpay.
- **Bank transfer** – select and confirm this option and you will be shown instructions including TDS Northern Ireland’s bank details. We recommend that you print a copy of this page and follow the instructions carefully to complete your deposit payment. If you lose these details, they are available in the deposit summary page, in the situation message. It is important that you use the correct payment reference (usually the deposit account number) when sending the funds so that we are able to allocate it to the deposit registration swiftly.
- **Cheque** - select and confirm this option and you will be shown instructions including details of how to complete your cheque and where to send it. We recommend that you print a copy of this page and follow the instructions carefully to complete your deposit payment.

You have selected the following insured deposit(s) to be protected

Address	Tenancy ID	Amount to pay
1, High Street, AB1 2CD	NI11578500	£10.94
Total		£10.94

How would you like to pay?

Payment method ^{*} Debit card Bank transfer Cheque

[Go back](#) [Cancel](#) [Continue](#)

8. Managing your property and landlord portfolio

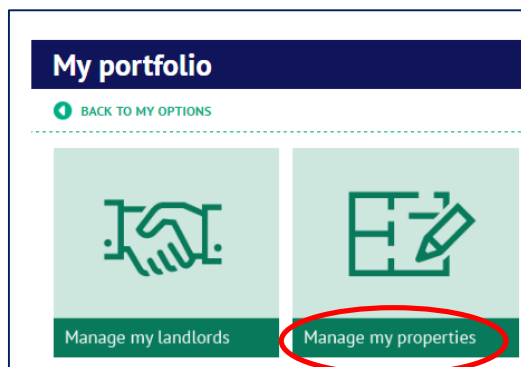
Your TDS Northern Ireland online account allows you to register tenancy properties, and also link landlords to them. You only need to register these details once. When you register a tenancy deposit, you can select the property and landlord(s) from your account.



Log into your account at TDS Northern Ireland, and then select the **“My Portfolio”** screen.



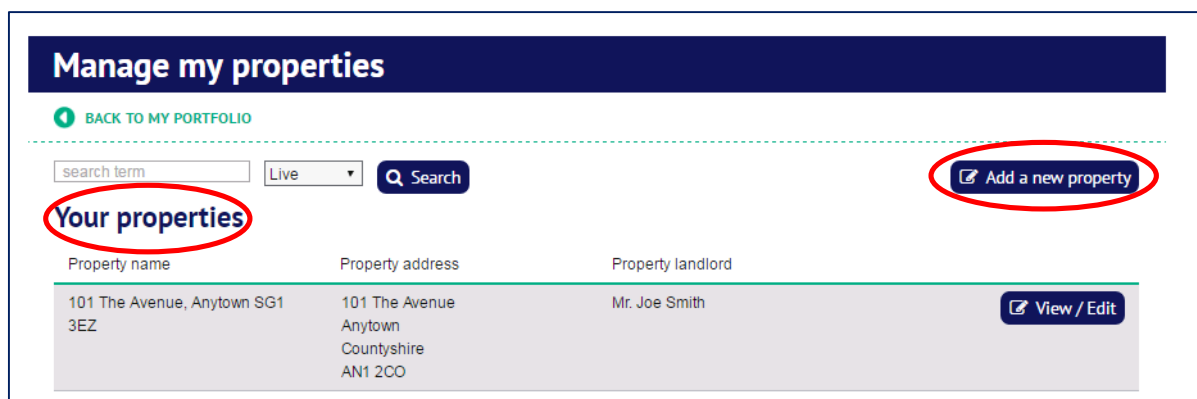
Select the **“Manage my properties”** or **“Manage my landlords”** screen



You will see a list of properties already registered, and the landlord(s) associated with them.



To add a new property select the option **“Add a new property”**



- ➔ When adding a new property, complete the information shown below. Fields marked with a red asterisk * must be completed.

Property details

Postcode *

House name/no. *

Street/Locality * ⓘ

Town/City * ⓘ

County ⓘ

Country * ⓘ

Number of bedrooms ⓘ

Number of living rooms ⓘ

Furnished / Unfurnished?

- ➔ You will be asked to add landlord details (if you are not already the landlord of the property):
- If you have already registered the landlord(s) in your account, you can select them from the drop-down list (select the arrow icon to the right of the landlord fields to display the list of landlords already registered)
 - Alternatively, you can use the **“Find a landlord”** option
 - If you have not yet registered the landlord in your account, you can do add it now using the **“Add a new landlord”** option

Landlords

Primary landlord ⓘ

Add another landlord

- ➔ When the required details have been entered, select **“Submit”**

9. Prescribed Information

Pre-populated Prescribed Information

Section 1 of this Guide explained how you can enter details of the deposit use clauses in your tenancy agreement, so that they can be used to complete the Prescribed Information template for **all deposits** that you register on the system.

When your deposit registration is complete, the deposit summary page will include the option to “**Download Prescribed Information**”.



Select this option to download the pre-populated Prescribed Information for this tenancy deposit.

Tenants will not see this option on their deposit summary page. It is your responsibility to ensure that tenants, and anyone paying a deposit on their behalf, receive the prescribed information to which they are entitled.

Landlords associated with this deposit

Organisation name	Role	Email	Phone number	
Mr. Joe Smith	Primary landlord	joesmith@smith.com	Not supplied	View / Edit

[Download Prescribed Information](#) [Customise Prescribed Information](#)

Customised Prescribed Information

If you need an individual set of Prescribed Information to show different deposit use clause details (for example because you used different tenancy agreement clauses) please follow the steps explained below.



On the relevant deposit summary page, the option to “**Customise Prescribed Information**”.

Landlords associated with this deposit

Organisation name	Role	Email	Phone number	
Mr. Joe Smith	Primary landlord	joesmith@smith.com	Not supplied	View / Edit

[Download Prescribed Information](#) [Customise Prescribed Information](#)

- ➔ You will see a new pop-up asking you to enter the details of the deposit use clause that you want to appear in the Prescribed Information **for this tenancy only**. Enter the relevant information and select “**Continue**”

Prescribed Information clause(s)

The landlord is required to issue Prescribed Information to the tenant(s) and any relevant person(s) within 30 days of receiving the deposit. The 'Download Prescribed Information' option will pre-populate our template for this, and includes reference to your tenancy agreement where you have entered the information in My Options > My Portfolio > Organisation details > Prescribed Information clause(s).

if you have not used your standard agreement, you can enter a different clause for this tenancy here. This will not be saved against your account, but will produce a pre-populated form for this tenancy.

The circumstances in which the deposit can be retained by the landlord can be found in the following clause of the tenancy agreement

[Go back](#) [Continue](#)

When the system has saved your update, the deposit summary page will include the option to “**Download Prescribed Information**”.

- ➔ Select this option to download the customised Prescribed Information for this particular tenancy deposit.

Tenants will not see this option on their deposit summary page. It is your responsibility to ensure that tenants, and anyone paying a deposit on their behalf, receive the prescribed information to which they are entitled.

Landlords associated with this deposit

Organisation name	Role	Email	Phone number	
Mr. Joe Smith	Primary landlord	joesmith@smith.com	Not supplied	View / Edit

[Download Prescribed Information](#) [Customise Prescribed Information](#)