



Agent: _____

Case Ref (office use only) _____

NFOPP Client Money Protection Scheme - Claimant information form.

The information provided on this form will be kept strictly confidential and will only be used by NFOPP to process claims against the NFOPP Client Money Protection scheme.

Please state whether you are a LANDORD TENANT (circle as appropriate)

Please print

Your full name _____ (Mr Mrs Miss Ms)

Your current address

Daytime Tel. No. _____

Email address _____

Full address of the property to which your claim relates:

If you are a tenant are you a sole tenant, or a joint tenant joint /sole (circle as appropriate)

If you are a joint tenant please give the names and contact details of the joint tenants.

When did the agent commence acting for you if you are the landlord? _____

If you are the tenant, give the date your tenancy commenced _____

What is the monthly rent? _____

As a tenant did you pay a deposit? Yes/No (circle as appropriate)

What was the amount of the deposit? _____

Did you receive a receipt for the deposit? Yes/No (circle as appropriate)

When do you expect the tenancy to end? Please give a date _____

Continued/.....

Please provide copies of the following documents to assist in the verification of your claim:

Landlords

- A copy of the tenancy agreement
- A copy of the terms of business with the agent
- A copy of your bank statements illustrating a pattern of payments and then non-payment by the agent.
- A copy of the tenants bank statements illustrating rental payments have been made.

Please confirm the months you are claiming for: _____

Please confirm the total amount of rent you are claiming: £ _____

ALSO please provide Police Crime Ref No. _____

Please note:

- Landlords claim for rent are restricted to three months rent.
- Rent is reimbursed net of fees.

Tenants

- A copy of the tenancy agreement
- A copy of any receipt given for the deposit by the agency
- A copy of the tenancy deposit scheme registration certificate
- Written consent from the landlord of the property that they are content for the deposit to be returned to you.

ALSO please provide Police Crime Ref No. _____

If you are a tenant it would also be helpful if you could provide bank statements or receipts from the agent for any rental payments that you have made to assist with claims being made by your landlord.

Please return the form to:

Regulation Dept – CMP
NFOPP, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG