

Service complaint form

This form must also be used for any aspect of your dissatisfaction that does not relate to the Adjudicator's decision.

Our aim is to provide an excellent service to all our members. If you feel the level of service we provided did not meet your expectations and you would like to bring this to our attention, please complete this form giving as much details as possible.

If your complaint relates to our dispute processes, please refer to our Conditions for Deposit Disputes found on our website which [can be accessed here](#) or alternatively please refer to our Scheme Rules [available here](#) for our other processes.

If your complaint relates to an Adjudication Decision, please read our notification email regarding the release of the Decision which sets out the process for requesting a Review of the Adjudicator's Decision.

Please note that our complaint form has been designed to allow you to set out your complaint clearly. Using this form will enable us to address all the points raised in your complaint promptly.

Section one

Details

Please tick as appropriate

Name

Correspondence address

Postcode

Telephone/ mobile

Email

I am complaining on behalf of the:

Tenant

Landlord

Authorised representative of tenant

Authorised representative of member

(Please note that we will require written authorisation from this party to be able to deal with your complaint)

Section two

Nature of your complaint

Please tick as appropriate

Service:

Member of staff acting unprofessionally

Our lack of communication

Wrong information provided

Evidence sent not uploaded for the adjudicator

Delay in receiving the adjudicator's award

Delay in receiving the money in line with the court order

Amount received different to adjudicators's award/court order or settlement

ADR process not completed within 90 days

Other (please explain)

Process:

Protection or unprotection of deposits

Cancellation of member's membership

Dispute case handler did not advise what documents are needed

Authorisation of third parties

Disputing lodging the disputed amount

Our time frames

Case proceeding to adjudication as a default case

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Please tick as appropriate

Scheme eligibility:

Us not accepting the dispute

Us accepting tenant's dispute after 3 months of leaving the rented property

Other:

Landlord's complaint about our member

Other

Please clarify any other reason for your complaint:

Section three

Scheme's reference

Deposit protection certificate number (DPC):

Membership number:

Dispute reference number (URN):

Rented property address including full postcode:

Postcode

Landlord's full name:

Agent's full name:

Tenant's full name:

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Section four

Have you already raised an issue with us?

Yes No

Please provide the following information and copies of any written notification to the scheme if possible.

Dates you contacted us:

How did you contact us?

Phone Email Letter

Name of person dealing with your case (if known):

Any outcome

Section five

The complaint

Please set out the details of your complaint on the following page and attach any supporting evidence. You may continue on a separate page.

Please make sure any additional pages you include are attached to your complaint. You may wish to make a note in the box below if you are sending additional information.

Details of the complaint:

Are you attaching any additional pages to this section? Yes No

If yes, please state the number of pages you are attaching to this form:

Please list and attach relevant evidence to support your complaint e.g. tenancy agreement, correspondence, deposit protection certificate, inventory/check-out etc.

Section six

Declaration

To the best of my knowledge and belief, I confirm that the information I have provided in connection with this complaint is true and I have not withheld any material facts. I understand that non-disclosure or mis-representation of a material fact may entitle the scheme to disregard my complaint

Full name:

Signed: Date:

This form and any attachment should be sent to us by email at complaints@mydepositsscotland.co.uk alternatively, you can send your completed complaint form via post to the following address:

mydeposits Scotland
Lumiere House Suite 1-3,
1st Floor Elstree Way,
Borehamwood,
Hertfordshire WD6 1JH

Our complaints procedure can be found online at mydepositsscotland.co.uk/complaints