



Claim Form

Landlord/lady Name			
Address			
Tenant's Name			
Address			
Deposit Guarantee No:		Amount	

DETAILS OF CLAIM – please complete in full

Amount of claim for rent arrears	£
IF CLAIMING FOR RENT ARREARS PLEASE ENCLOSE A COPY OF THE RENT ACCOUNT	
Date Tenant left	
Reason for claim for damage/loss	
Amount of claim for damage/loss (please enclose estimates/receipts)	£
DECLARATION: I understand that this claim will be investigated by Path (Plymouth Access to Housing) before a payment is made. I agree to co-operate with Path in any investigations connected with this claim.	
SIGNED: Landlord/lady	Date:

Return to: Midland House, Notte Street, Plymouth Devon PL1 2EJ
Tel: 01752 305955 Fax: 01752 306765

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Guidance notes - before making a claim

- Contact the Deposit Guarantee team on 01752 305955 to advise of the date the tenancy is due to end.
- If making a claim for damage we will need to come and inspect the property to complete a damage report, please contact Path to book an appointment. At the inspection we will compare the inventory and digital photos to the current condition. We will then write a report in order to assess the claim.
- Landlord/Agent will then need to submit a claim form within 21 days of the tenancy ending or the date you were aware the tenant has left. We cannot accept a claim after this period.
- If making a claim for rent arrears you will need to enclose a copy of the rent account showing all debits and credits from the tenancy start to end date.
- When Path has received everything they need to assess the claim we will make a decision within 14 days. Payment will then be sent to Landlord/Agent via cheque.

We want to be as clear as we can about how we will treat claims against deposit guarantees. In all cases we hope that by negotiation and communication we will be able to resolve all claims fairly. However if this is not the case we have a Path Deposit Guarantee Depreciation Policy. If you would like to receive a copy of this please contact the Deposit Guarantee team on 01752 305955.