

When do I need to complete a statutory declaration?

- If you have requested repayment of the deposit through TDS Custodial and the other party has not responded, you must complete a statutory declaration before we can release the deposit to you.
- We will send the statutory declaration template to you automatically when the time for the other party to respond to your repayment request has expired. There is no need to contact us for this.
- This is a legislative requirement. TDS Custodial does not have any discretion to release the deposit without receiving a statutory declaration in these circumstances.

What do I need to do with my statutory declaration?

- Follow the guidance we send you with the template to complete it.
- You will need to send some supporting documents. These are explained in the statutory declaration template.
- The application must be signed by a Commissioner for oaths / Solicitor / Justice of the Peace / Notary.
- Post the application and exhibits to (you must send us the original documents but make sure you keep a copy for your own records):

TDS Custodial
PO Box 1255
Hemel Hempstead
HP1 9GN

What will happen next?

- We will send a copy of your completed application and exhibits to the other party and ask them to respond within 14 days.
- If we do not receive a response from them within 14 days we will pay you the amount of the deposit you have claimed.
- If we receive a response from them and they agree with your claim, we will pay you the amount of the deposit you have claimed.
- If we receive a response from them and they do not agree with your claim, they can ask us to resolve the dispute through our dispute resolution process.