



Total Loss Client Money Protection for Landlords and Tenants

This is to certify that

Hamletts Limited

is a member of UKALA

UKALA No: **189469**

Member Since: **28/05/2019**

This Agent holds less than £5m in client money and is covered by the UKALA Total Loss CMP Scheme

Approved in England by the Department for Levelling Up, Housing and Communities (DLUHC) and accepted by Rent Smart Wales

For Terms and Conditions, and confirmation of cover please visit <https://www.ukala.org.uk/terms-and-conditions/>

The UK Association of Lettings Agents Limited (by guarantee) registered in England number 03401834
at Bentinck House, 3-8 Bolsover Street, London, W1W 6AB. The VAT no. 925 3947 01



Tim Clark
Chairman



Hamletts Limited Client Money Procedures

Client's money is money that Hamletts holds or has received on behalf of a client, this can be deposited into a segregated client account via Cash, Cheque, draft or electronic transfer. Please see below examples of client's money

- Tenant Deposit
- Tenants Rent

All client money will be held in a client bank account with **Barclays Bank** which is authorized by the Financial Conduct Authority.

- 1) All client monies are paid into Hamletts Client Account – which is specifically designated as a client money bank account.
- 2) We encourage all our tenants to remit rent by electronic bank transfer and all the client money paid to us by automated transfer will be paid directly in the client account.
- 3) If we receive rent in cash or cheque, then everything will be deposited into the client bank account within 5 working days.
- 4) On the client bank account, all transactions are reconciled periodically.
- 5) If we receive any unidentifiable transactions, until such time as we can recognise them, we will treat the money as client money.
- 6) Only nominated persons are responsible for handling and controlling the client money bank account.

