

Tenant Deposit Tracker

A deposit protection register for landlords to track scheme registration and deductions.

HOW TO USE

1. Go to the Deposit Tracker tab and enter your name at the top.
2. For each tenancy, enter the property address, tenant name, deposit amount, and protection scheme.
3. Enter the scheme reference number and the date the deposit was registered with the scheme.
4. Enter the tenancy start date. The registration deadline (30 days) and on-time check calculate automatically.
5. Late registrations show LATE - penalty risk in red. On-time registrations show Yes in green.
6. When a tenancy ends, enter the deposit returned, any deductions, and the reason. Balance to return calculates automatically.

DEPOSIT PROTECTION RULES

Landlords must protect deposits within 30 days of receiving them and provide prescribed information to tenants within the same period. Failure to comply can result in the tenant claiming compensation of 1 to 3 times the deposit amount, and may prevent you from serving a valid Section 21 notice.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start with your own tenancies. Calculated columns update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then the Header/Footer tab.

NOTES

Blue cells are your inputs. White cells are calculated. Do not type over the white cells. The disclaimer at the bottom of the tracker is blue so you can edit it if needed.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

Tenant Deposit Tracker

Landlord name:

Add your logo here

ACTIVE TENANCIES		DEPOSITS HELD			TOTAL RETURNED			LATE REGISTRATIONS						
6		£6,300.00			£1,450.00			1						
Property Address	Tenant Name	Deposit Amount £	Deposit Scheme	Scheme Ref No	Date Registered	Registration Deadline	Registered on Time?	Tenancy Start Date	Deposit Returned £	Deductions £	Reason for Deductions	Balance to Return £	Status	
12 Maple Street, London E	James Carter	£1,450.00	Deposit Protection Service	DPS-2025-001	15/01/2025	15/02/2025	Yes	16/01/2025					Active	
45 Oak Avenue, Bristol BS1	Sarah Mitchell	£950.00	MyDeposits	MYD-2025-047	10/03/2025	31/03/2025	Yes	01/03/2025					Active	
8 Birch Close, Leeds LS2 9A	David Thompson	£800.00	Tenancy Deposit Scheme (ITDS)	2024-312	15/07/2024	01/07/2024	LATE - penalty risk	01/06/2024	£800.00				Deposit returned	
22 Elm Road, Manchester	Emma Davies	£1,100.00	Deposit Protection Service	DPS-2024-889	20/09/2024	01/10/2024	Yes	01/09/2024					Active	
3 Pine Way, Sheffield S1 2A	Robert Green	£725.00	MyDeposits	MYD-2025-156	18/01/2025	31/01/2025	Yes	01/01/2025					Active	
67 Cedar Lane, Birmingham	Patricia Hill	£850.00	Tenancy Deposit Scheme (ITDS)	2025-421	05/03/2025	31/03/2025	Yes	01/03/2025	£650.00	£200.00	Damage to carpet and wall	£650.00	Deposit returned	
14 Ash Drive, Nottingham	George Wilson	£875.00	Deposit Protection Service	DPS-2025-203	20/04/2025	01/05/2025	Yes	01/04/2025					Active	
9 Willow Court, Edinburgh	Helen Brown	£1,200.00	MyDeposits	MYD-2025-091	28/02/2025	03/03/2025	Yes	01/02/2025					Active	
TOTAL		£7,950.00							£1,450.00	£200.00				

Self-check: Total deposits (active) **OK - figures reconcile**

Landlords must protect deposits within 30 days of receipt and provide prescribed information to tenants. Failure may result in penalties of 1 to 3 times the deposit amount. Always seek legal advice if unsure.