

SYSTEM GUIDANCE

HOW TO REGISTER A DEPOSIT (LANDLORDS)



Search icon, User profile icon, and a dropdown menu with the following options:

- Login
- Sign Up
- Contact Us

Select Login from the dropdown menu at the top right of our homepage, then enter your details to access your account.

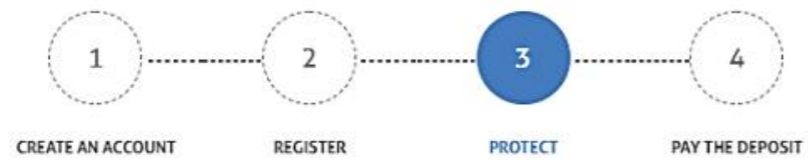
The only tenancy deposit protection scheme based in Scotland. We protect your tenancy deposits and provide free and impartial resolution in the event of a dispute.

Click the option that best describes you

I'M A TENANT	I'M A LANDLORD / AGENT
Is my deposit protected	I want to protect a deposit
I want my deposit back	Repay a deposit

How it works

Joining the largest deposit scheme in Scotland couldn't be easier. Follow the steps below, and we're just a click or a call away if you need any assistance.



Welcome back! Please login to your account.

User name

Password

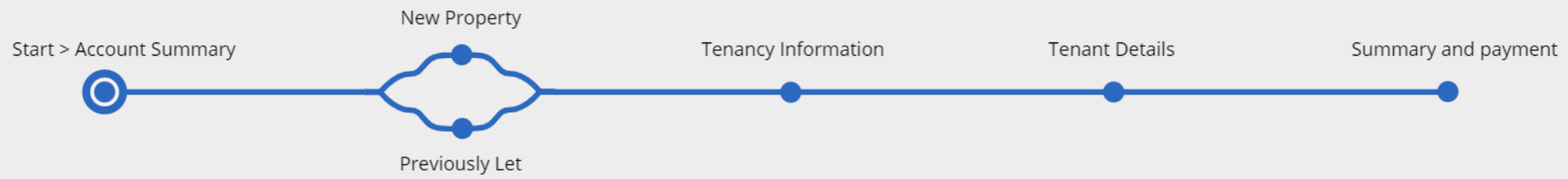
Remember me

[Forgot password?](#)

Submit

Sign up

Register Deposit



Resource centre

Tenants

Landlords/Agents

Sign up



Welcome Test Account

Personal details
 Marketing preferences
 PI clauses
 Bank details

25% Complete

Deposit management

My portfolio

Reporting

Bulk actions

My account

Click on 'Protect a new deposit' to begin registration.

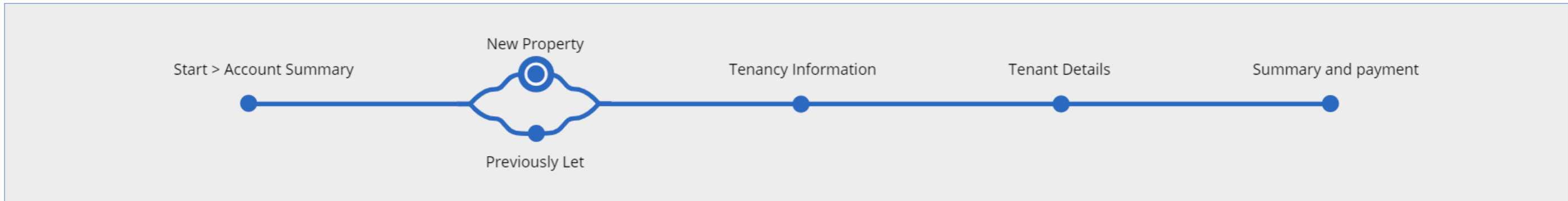
Protect a new deposit

Enter your search here...

Registered (not paid)	0	£0.00
Awaiting payment	0	£0.00
Deposits held by scheme	0	£0.00
Repayment requested by tenant	0	£0.00
Repayment requested by agent/landlord	0	£0.00
Repayment not agreed - In self-resolution	0	£0.00
Repayment not agreed - In dispute resolution	0	£0.00
Repayment process	0	£0.00
Deposit repayments concluded in the last year	0	£0.00

New Property

Previously Let



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25% Complete

- [Deposit management](#)
- [My portfolio](#)
- [Reporting](#)
- [Bulk actions](#)
- [My account](#)



For a deposit to be protected we must receive it in cleared funds within 30 working days of the start date of the tenancy. Once we receive your payment, we will allocate it to your deposit registration and send confirmation of protection to you and your tenant(s), usually within 2 working days.

The landlord/agent must also provide the tenant(s) with the prescribed information within 30 working days of the start date of the tenancy.

Choose the appropriate option for a new property.

Enter part of the address in the top box and click on search. You can then select the full address from the drop-down.

Yes
 No

Property address

Address

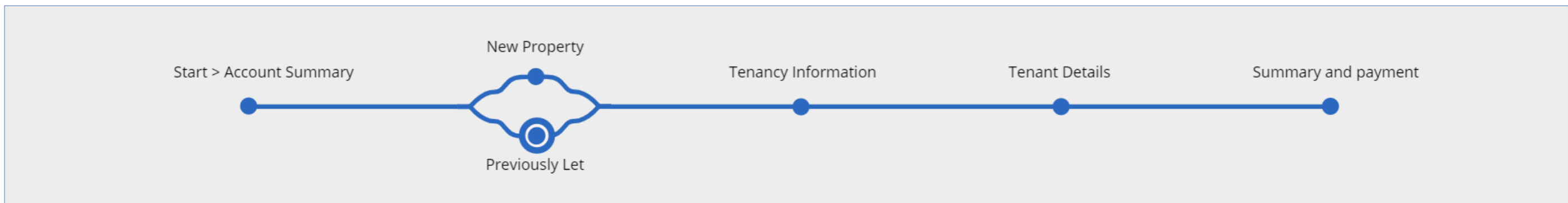
Landlord

Add primary landlord

Additional landlord

Add additional landlord?
 Yes
 No

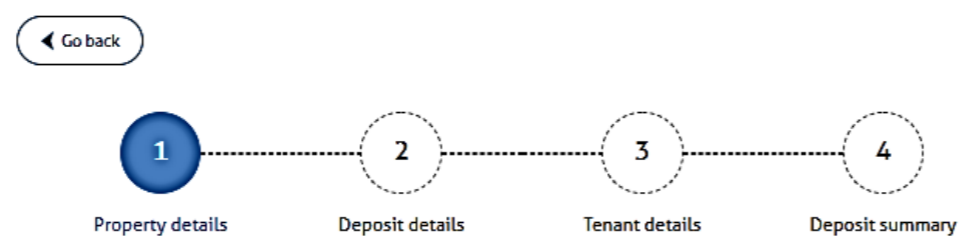




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Have you added this property before?

Select property

[Continue](#)

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Choose the appropriate option for a previously let property.

Begin to enter part of the address in the top box. This will bring up a drop-down list of all matching previously held deposit addresses. Click on the correct entry and then 'continue'.

Accreditations

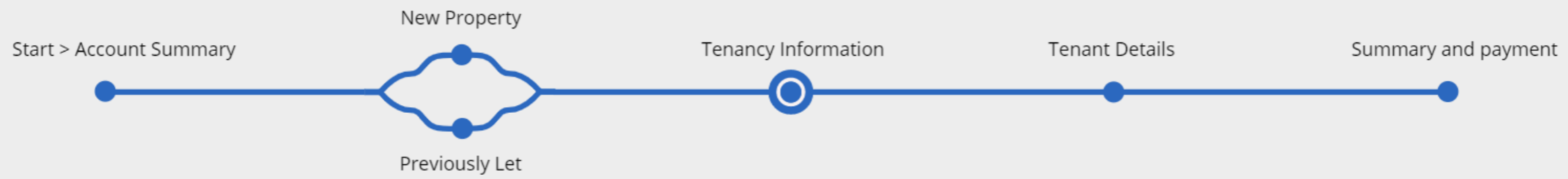
Need Help?
Support

Helpful Links
[Resource Centre](#)
[Governance](#)
[Careers](#)

Social Media
[Facebook](#)
[LinkedIn](#)
[Twitter](#)
[Youtube](#)

[Start](#)
[Tenancy Information](#)

Listed Landlord



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[Go back](#)



Rent amount (per month)

Deposit amount

Amount to protect

Deposit received date

Tenancy start date

Number of tenants

Deposit reference (Optional)

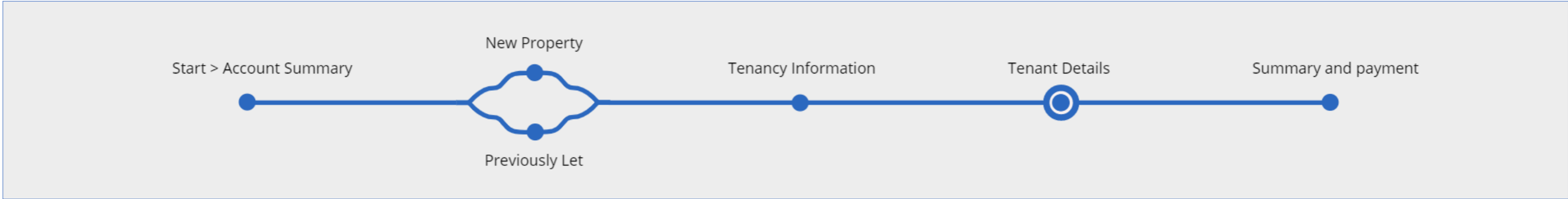
[Back](#)
[Continue](#)

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Enter the deposit details, including the number of tenants on the tenancy agreement.





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- Deposit management
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Enter the details for the previously specified number of tenants.

Is the tenant associated with this deposit a company?

Yes No

Title
Mr. ▾

First name
Test

Surname
Tenant

Contact information

Email
Enter email

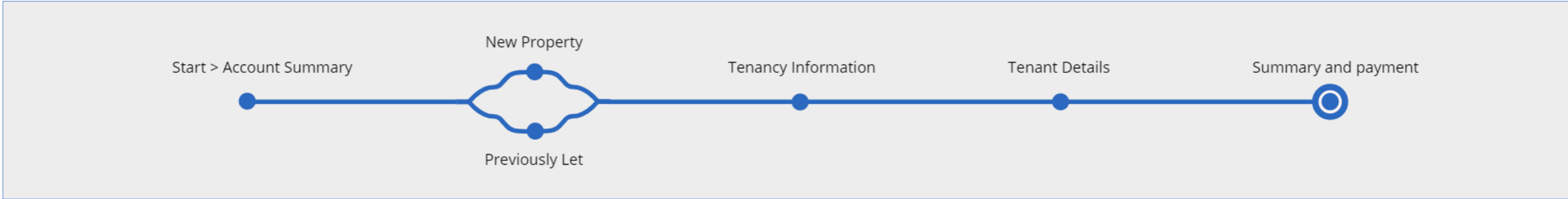
Mobile
Enter mobile number

Save

Is the tenant associated with this

Yes No

Tenancy Information Summary and Payment



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Go back



Please review your deposit details

before proceeding please ensure that all details are correct. If you need to make any amendments, please use the edit button within the relevant section below.

- Property
- Deposit**

Rent amount (per month):	£750
Deposit amount:	£750
Amount to protect:	£750
Deposit received date:	10/07/2021
Tenancy start date:	03/08/2021
Number of tenants:	2
Deposit reference:	Not supplied

Edit
- Landlord details
- Tenants details

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Tenant Details

Review the deposit information that you have entered by clicking on these buttons to display each section.

Select your payment options to complete the registration.

- Back
- Cancel deposit
- Add another deposit
- Save and pay later
- Pay custodial deposit