

SYSTEM GUIDANCE

# HOW TO REGISTER A DEPOSIT (LETTING AGENTS)



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.

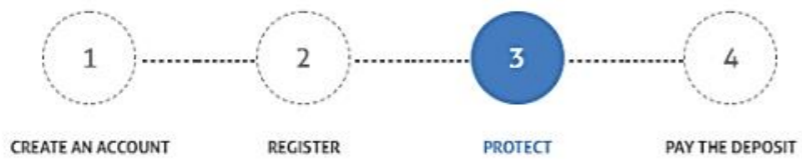
### The only tenancy deposit protection scheme based in Scotland. We protect your tenancy deposits and provide free and impartial resolution in the event of a dispute.

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

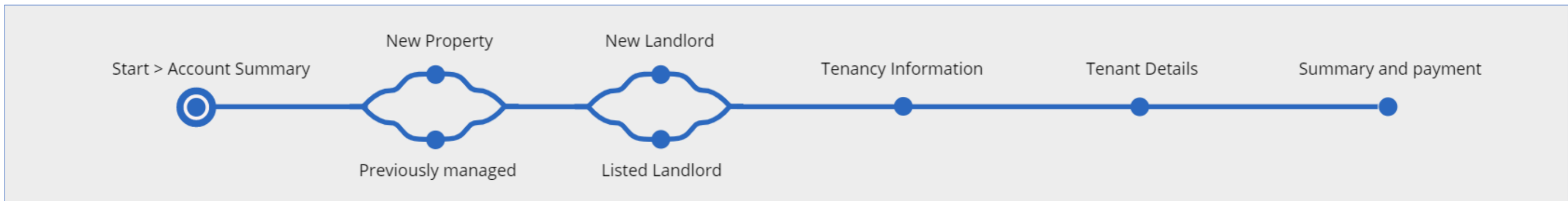
Remember me

[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.

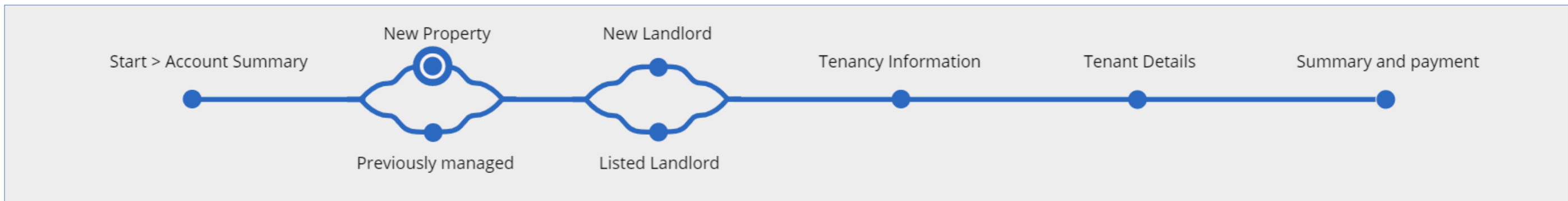
Protect a new deposit

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 Managed



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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: G2 4QY

Select Address

[Enter manually](#)

Landlord

Add primary landlord

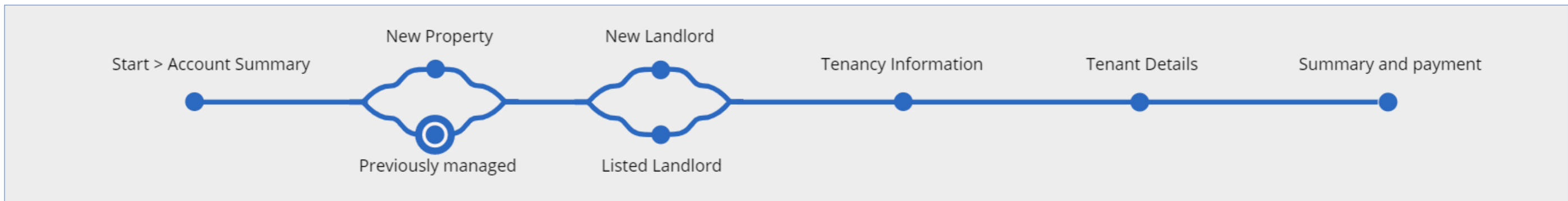
Search

Additional landlord

Add additional landlord?

Yes  
  No



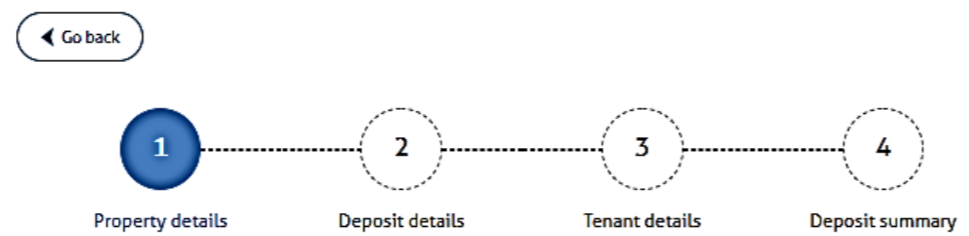


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Have you added this property before?

Select property

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Choose the appropriate option for a new 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

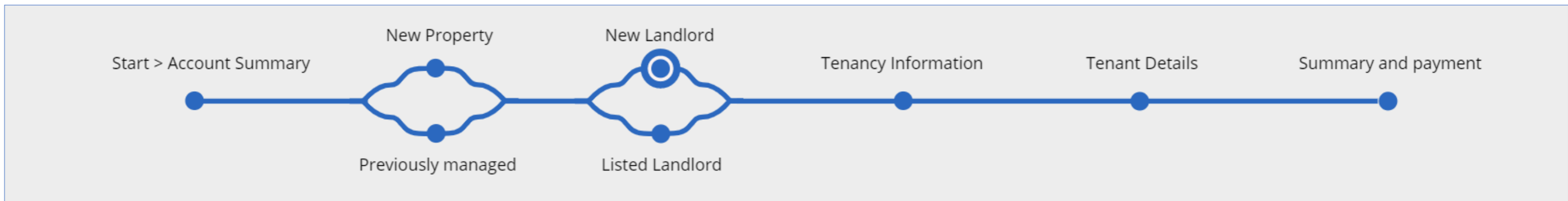
Helpful Links

- Resource Centre
- Governance
- Careers

Social Media

- Facebook
- LinkedIn
- Twitter
- Youtube





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[Go back](#)

1 Property details  
2 Deposit details  
3 Tenant details  
4 Deposit summary

**Have you added this property before?**  
  

**Property address**  
**Address**  
  

3/1 250 West George Street  
[Enter manually](#)  
 Glasgow  
 G2 4QY  
 United Kingdom

**Landlord**  
**Add primary landlord**  
  

**Additional landlord**  
**Add additional landlord?**  
  

**Add a new landlord**

Is the landlord a company?

**Title**

-- Please select --

**First name**   **Surname**

**Email**

**Telephone number**

**Landlord registration status**

-- Please Select --

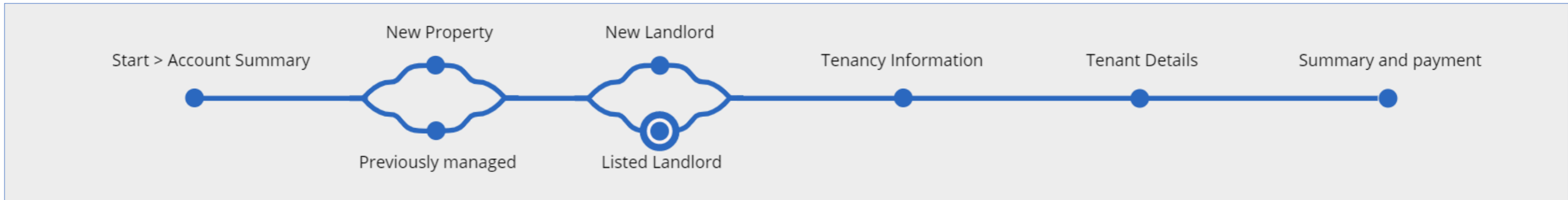
**Contact address**

**Address**

  [Enter manually](#)

Choosing 'Add a landlord' at the next section of the page will bring up the registration box. You will then have the option of adding additional landlords



**Welcome Test Account**

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25% Complete

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Have you added this property before?

Property address

Address

G2 4QY

Safe Deposit Scotland, B/1, 250 West George Street

B/1  
250 West George Street  
Glasgow  
G2 4QY  
United Kingdom

[Enter manually](#)

Landlord

Add primary landlord

test

Test Landlord

Additional landlord

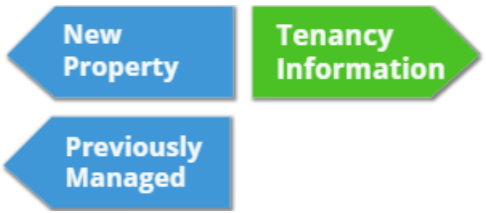
Add additional landlord?

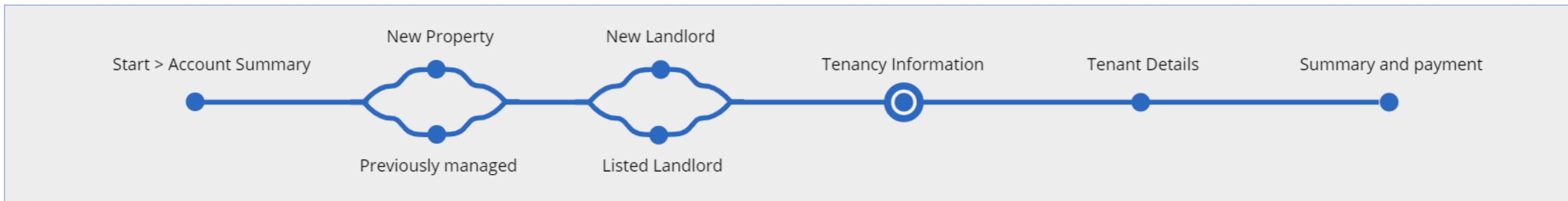
 

Enter part of a landlord's name in this box. This will generate a dropdown list from your listed landlords.

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.





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Rent amount (per month)

Deposit amount

Amount to protect

Deposit received date

Select Day  Select Month  Select Year

Tenancy start date

Select Day  Select Month  Select Year

Number of tenants

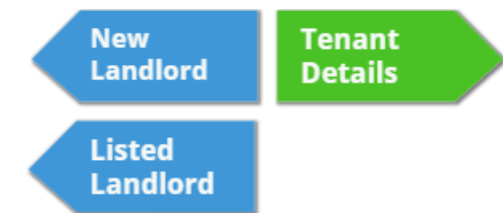
Deposit reference (Optional)

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

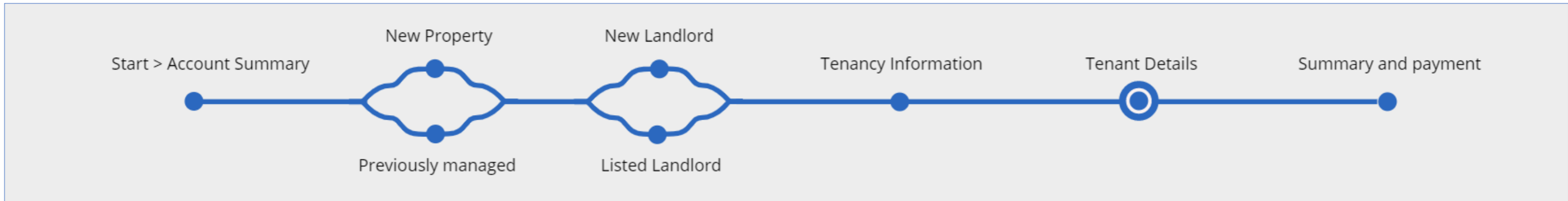
For a deposit to be protected we must receive it in cleared funds within 30 working days of the start date of the tenancy. Once we receive your payment, we will allocate it to your deposit registration and send confirmation of protection to you and your tenant(s), usually within 2 working days.

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



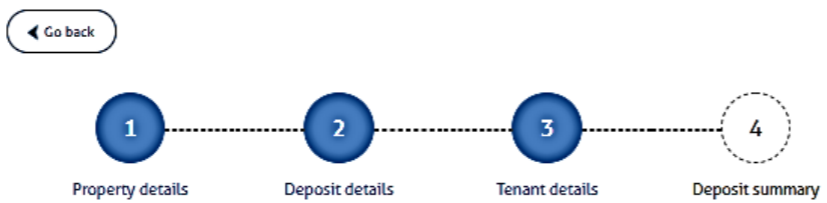




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For a deposit to be protected we must receive it in cleared funds within 30 working days of the start date of the tenancy. Once we receive your payment, we will allocate it to your deposit registration and send confirmation of protection to you and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

Enter the details for the previously specified number of tenants, then save each entry in turn.

Is the tenant associated with this deposit a company?  Yes  No

**Title**  
Mr.

**First name**

**Surname**

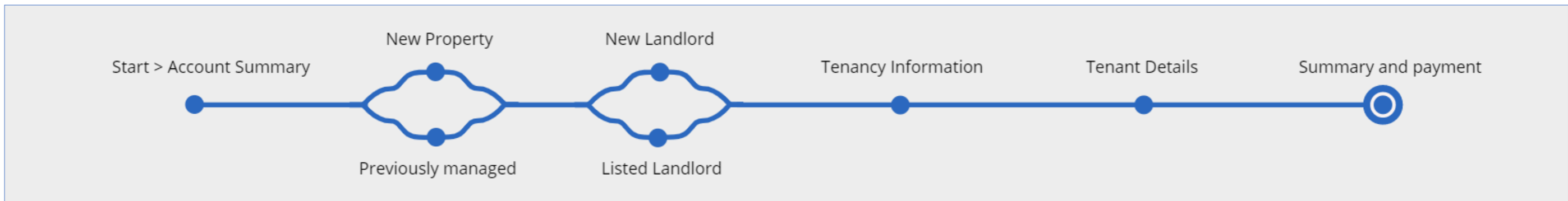
**Contact information**

**Email**

**Mobile**

Is the tenant associated with this deposit a company?  Yes  No





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### 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

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.

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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

Tenant Details