



**SafeDeposits
Scotland**

Prescribed Information form guidance



03333 213 136
safedepositsscotland.com

Prescribed Information forms

The Tenancy Deposit Schemes (Scotland) Regulations 2011 were introduced in Scotland on 7th March 2011. To comply with the Regulations, any landlord or letting agent in receipt of a tenancy deposit must:

- Transfer the deposit to a government approved scheme, such as SafeDeposits Scotland, within 30 working days of the tenancy start date; **and**
- Provide all tenants on the tenancy agreement with particular key information, including confirmation of which scheme holds the deposit and when all or part of the deposit may be retained at the end of the tenancy.

To help make providing the key information easier, we have created a template, called the [Prescribed Information template](#), which landlords can complete and give to their tenant(s) following the transfer of the deposit to SafeDeposits Scotland.

The completed Prescribed Information form must be provided to **all** tenants on the tenancy agreement.

There are two options on how to create your Prescribed Information form. The most commonly used option is downloading a form which automatically pre-populates with the information you provided to us when registering the deposit details. Alternatively, if you wish to issue specific information, you can use our custom forms option. For standard forms please follow steps 1 to 3, and for custom forms please start at step 4.

Step 1

After registering the deposit account and making payment to SafeDeposits Scotland, select the MY DETAILS option to the right of your user account.

NEWS
ABOUT US
INFORMATION
CAREERS
MY OPTIONS
MY DETAILS
VIEW DEPOSITS
ADD DEPOSIT
EXPORTS
IMPORT
PRESCRIBED INFO
REQUESTS
LOGOUT

You have the following options:

View Deposits You can view all of your deposits here. VIEW DEPOSITS	Add Deposit Add a new deposit. ADD DEPOSIT	Request Repayment You can view all of your protected deposits here to request a repayment. REQUEST REPAYMENT
Respond to Requests	Change my Details	Manage Alias Users

In the second section of the form, please enter the number of the clause which refers to the deposit in the tenancy agreement, and then the text of the clause to confirm the circumstances in which all or part of the deposit may be retained at the end of the tenancy. Please copy this text from your tenancy agreement. Please then select the Update Details option at the bottom of the form. The information entered will be saved to your user account and will prepopulate future Prescribed Information forms.

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Building name or number: 250
Street: West George Street
Locality:
Town: Glasgow
County: Lanarkshire
Country: United Kingdom
Contact Number: 07000 00000
Email: deposits@sdsletting.co.uk

Please complete the following sections if you would like to pre-fill the prescribed information template:

Tenancy agreement clause(s) which refer to the deposits:

Circumstances in which all or part of the deposit may be retained at the end of the tenancy:

Preferred Method of Contact: Email
Newsletter Subscription: Yes I want to subscribe
Username: sdsletting@
Current Password:
New Password:
Confirm New Password:
Update Details

Step 2

Please select the **VIEW DEPOSITS** option to the right of your user account, then search for and select the 'View/Edit' button next to the relevant tenancy address. This will open the Deposit Summary page for the deposit account, including a button with the tenant's name on it. Please click on this button.

- ABOUT US
- INFORMATION
- CAREERS
- MY OPTIONS
- MY DETAILS
 - VIEW DEPOSITS**
 - ADD DEPOSIT
- EXPORTS
- IMPORT
- PRESCRIBED INFO
- REQUESTS
- LOGOUT

Deposit Summary

Address	250 West George Street Glasgow Lanarkshire G2 4QY
Tenancy start date	24/01/2015
Deposit amount stated in tenancy agreement	£600.00
Deposit amount sent but not received	£600.00
Deposit received date	
Deposit Account Number	DAN183147 ?
User Reference	DAN183147 ?
Status	Payments sent

Tenants associated with this deposit.

The lead tenant will be highlighted below.

Name	Phone	Email	Options
Mr Tenant Test - Lead tenant	07000 00001	tenant.test2@test.co.uk	Edit Audit

Landlords associated with this deposit

Name	Phone	Email	Options
Mr SDS Letting	07000 00000	deposits@sdsletting.co.uk	Edit Audit

Prescribed Information Forms

Please note: The landlord's failure to complete all parts and give to all tenants could result in the landlord being ordered to pay a sum to the tenant up to the equivalent of three times the deposit.

Mr Tenant Test Custom Forms

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Seven landlord tips to see you through 2015, from @simplybusiness: simplybusiness.co.uk/knowledge/arti...
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Step 3

This will prompt a pop-up screen, including a 'Confirm & Download' button. Please select this button to download the pre-populated form. This step should be repeated for each tenant named on the tenancy agreement.

The Prescribed Information form will use the tenancy start date which you entered when registering the deposit account to pre-populate the 'Date received by the landlord...' box, and the date which the deposit status moved from 'Registered, not paid' to 'Payments sent' to pre-populate the 'Date paid by the landlord... to SafeDeposits Scotland' box. If you wish to use alternative dates, please see step 4.

If you don't want to view the pop-up screen again, please select the 'Don't show this again' box.

Prescribed information download

The forms will pre-populate using the 'tenancy start date' as the date the deposit was received by the landlord and the date the deposit stage moved from 'registered, not paid' to 'payments sent' as the date you sent the deposit to SafeDeposits.

- If these assumptions are not correct or vary between each tenant please use the 'custom forms' function instead.
- If you are paying the deposit in instalments, please use a blank template form for each subsequent payment:

Prescribed Information template
44.5kb Download

Dont show this again

Cancel **Confirm & Download**

Step 4

If you wish to complete the Prescribed Information form with alternative information, please select the 'Custom Forms' button on the Deposit Summary page.

MY DETAILS
VIEW DEPOSITS
ADD DEPOSIT

EXPORTS
IMPORT
PRESCRIBED INFO REQUESTS
LOGOUT

Tenancy start date	24/01/2015
Deposit amount stated in tenancy agreement	£600.00
Deposit amount sent but not received	£600.00
Deposit received date	
Deposit Account Number	DAN183147 ?
User Reference	DAN183147 ?
Status	Payments sent

Tenants associated with this deposit.
The lead tenant will be highlighted below.

Name	Phone	Email	Options
Mr Tenant Test - Lead tenant	07000 00001	tenant.test2@test.co.uk	Audit

Landlords associated with this deposit

Name	Phone	Email	Options
Mr SDS Letting	07000 00000	deposits@sdsletting.co.uk	Audit

Prescribed Information Forms

Please note: The landlord's failure to complete all parts and give to all tenants could result in the landlord being ordered to pay a sum to the tenant up to the equivalent of three times the deposit.

Mr Tenant Test **Custom Forms**

Options
View Tenancy Activity **Audit Deposit**

Step 5

You can then enter the number of the clause which refers to the deposit in the tenancy agreement, and then the text of the clause to confirm the circumstances in which all or part of the deposit may be retained at the end of the tenancy. Please copy this text from your tenancy agreement.

The 'Date received by the landlord...' will pre-populate using the tenancy start date which you entered when creating the deposit account, and the 'Date paid by the landlord... to SafeDeposits Scotland' will pre-populate with the date the deposit status moved from 'Registered, not paid' to 'Payments sent'. These dates can be edited, if you wish.

After completing the form, please select the 'Submit' button, and a Prescribed Information form will download.

NEWS
ABOUT US
INFORMATION
CAREERS

MY OPTIONS
MY DETAILS
VIEW DEPOSITS
ADD DEPOSIT

EXPORTS
IMPORT
PRESCRIBED INFO
REQUESTS

LOGOUT

DAN183147

Prescribed Information Form for Mr Tenant Test [Return To Deposit](#)

Please note: The landlord's failure to complete all parts and give to all tenants could result in the landlord being ordered to pay a sum to the tenant up to the equivalent of three times the deposit.

The circumstances in which all or part of the tenancy deposit may be retained at the end of the tenancy are contained in the following section of your tenancy agreement:

The circumstances are:

Date received by the landlord (or their representative): 24/01/2015

Date paid by the landlord (or their representative) to SafeDeposits Scotland: 23/01/2015

Please tick this box if you would like these details to be saved against your account so the PI forms are populated automatically with this data.

[Submit](#)

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Whether you use the pre-populated form or a custom form, the Prescribed Information form should be issued to **all** tenants on the tenancy agreement within 30 working days of the tenancy start date.

It is a landlord's personal choice if they issue the Prescribed Information form in person, by post or by email.



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