

*Note to landlords: 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.*

**Key information about your tenancy deposit
in accordance with
Regulation 42 of the Tenancy Deposit Schemes (Scotland) Regulations 2011**

From (landlord)

Landlord's registration status (register maintained by the local authority under section 82 (registers) of the Antisocial Behaviour Etc (Scotland) Act 2004.

- Is registered
 Has applied to be registered

To (tenant)

Concerning your tenancy deposit paid in connection with the following property:

Total deposit paid

For joint tenancies, this is the combined amount paid by all tenants

£

Date received by the landlord (or their representative):

/ /

Date paid by the landlord (or their representative) to SafeDeposits Scotland

/ /

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:

Section 3, refer to tenancy agreement for clause number.

The circumstances are:

Where it is provided in this Agreement that the Tenant is responsible for a particular cost or to do any particular thing and the Tenant fails to meet that cost, or the Landlord carries out work or performs any other obligation for which the Tenant is responsible, the Landlord can apply for reasonable costs to be deducted from any deposit paid by the Tenant. This would include cases where a tenant has not paid all of the rent payable, any amount in respect of one-off services, or unpaid utility bills, or a sum in relation to breakages or cleaning.

At the end of the tenancy the Landlord should ask the tenancy deposit scheme to release the deposit and the amounts payable to each party. If the Tenant disagrees with the amount, the scheme administrator will provide a dispute resolution mechanism.

Where the Tenant owes the Landlord an amount greater than the amount held by the tenancy deposit scheme, the Tenant will remain liable for these costs, and the Landlord may take action to recover the difference from the Tenant.

More information can be found in the Tenancy Deposit Schemes (Scotland) Regulations 2011. (<http://www.legislation.gov.uk/ssi/2011/176/contents/made>)

SafeDeposits Scotland can be contacted through their website, www.safedepositsscotland.com, in writing to SafeDeposits Scotland, Lower Ground, 250 West George Street, Glasgow, G2 4QY or by calling 03333 213 136.