



Private Landlord Registration - Landlord Guide Dealing with Deposits

Essential advice for landlords on how to protect deposits and avoid financial penalties

How to protect a deposit

If a landlord takes a deposit from their tenant, the deposit must be transferred to an approved tenancy deposit scheme within 30 working days of the tenancy start date. This is required under the Tenancy Deposit Schemes (Scotland) Regulations 2011. Should a landlord fail to protect a deposit, a tenant can apply to the First Tier Tribunal for financial sanctions of up to three times the amount of the deposit against the landlord. www.gov.uk/courts-tribunals/first-tier-tribunal-property-chamber

To comply with the Regulations and avoid financial sanctions, a landlord should:

- **Register as a user with their chosen tenancy deposit scheme**
You can register through the scheme's website or by phoning their office
- **Add the tenancy details to your user account**
The scheme will need to know relevant details about the deposit (e.g. tenancy address, tenant's name and contact details, deposit amount, etc.)
- **Transfer the deposit**
The deposit can be transferred to the scheme by online banking, debit card or cheque
- **Provide the tenant with key information**
After transferring the deposit, the Regulations also require that you provide the tenant with particular key information:
 - Property address
 - Your registration status with the local authority
 - Total deposit paid and the date you received it from the tenant
 - Date you paid the deposit to the tenancy deposit scheme
 - Name and contact details of the tenancy deposit scheme
 - Circumstances in which all or part of the deposit may be deducted at the end of the tenancy, with reference to the terms of the tenancy agreement (e.g. cleaning, rent arrears, etc.)

There are three approved tenancy deposit schemes in Scotland:

- SafeDeposits Scotland: www.safedepositscotland.com
- Mydeposits Scotland: www.mydepositscotland.co.uk
- LPS Scotland: www.lettingprotectionscotland.com

The schemes are free to use.

You can find further information on the Regulations [on the Scottish Government website](#).

Should you require any further information or guidance please contact
Fife Councils Landlord Registration Team by telephone on 01592 583397
Or email landlords.registration@fife.gov.uk
Fife Councils Houses of Multiple Occupancy Team by telephone on 01592
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