



**SafeDeposits
Scotland**

How to protect a deposit with SafeDeposits



03333 213 136
safedepositsscotland.com

Step 1: Register as a user with SafeDeposits

Go to safedepositsscotland.com and click on the [Register online](#) option:

The screenshot shows the SafeDeposits Scotland homepage. At the top left is the logo, a house with a blue roof, and the text "SafeDeposits Scotland" and "Scotland's leading tenancy deposit scheme". Below this is a navigation bar with links: Home | Blog | Contact Us | Switch to us. On the right side of the navigation bar, it says "Free registration of tenancy deposits in Scotland from our offices in Glasgow".

On the left side, there is a vertical menu with links: NEWS, ABOUT US, LANDLORDS & AGENTS, TENANTS, INFORMATION, CAREERS. Below this is a "Newsletter Signup" form with fields for "Name:" and "Email address:", and a "Subscribe" button. At the bottom left is a "twitter" logo.

On the right side, there are three main content boxes:

- Tenants**: Includes links for "Find out if your deposit is protected", "Log in online", "Guidance documents", and "Lost your Deposit Repayment Number (DRN)?".
- Landlords or Letting Agents**: Includes links for "Landlord information", "Register online", "Log in online", "Paper forms", and "Guidance documents". A red arrow points to the "Register online" link.
- Information**: Includes links for "How to protect a deposit with SafeDeposits Scotland", "Further support", and "The Tenancy Deposit Schemes (Scotland) Regulations 2011".

Complete the short online form:

The screenshot shows the "Register with SafeDeposits" form. At the top left is the logo and text "SafeDeposits Scotland" and "Scotland's leading tenancy deposit scheme". Below this is a navigation bar with links: Home | Blog | Contact Us | Switch to us. On the right side of the navigation bar, it says "Free registration of tenancy deposits in Scotland from our offices in Glasgow".

On the left side, there is a vertical menu with links: NEWS, ABOUT US, LANDLORDS & AGENTS, TENANTS, INFORMATION, CAREERS. Below this is a "twitter" logo.

The main content area is titled "Register with SafeDeposits" and contains the following text: "If you wish to register with SafeDeposits, please complete the form below."

The registration form includes the following fields:

- I am a: * Please Select (dropdown)
- Confirmation: If you are registering as a joint Landlord, please confirm you have read the joint Landlord information by ticking this box.
- Organisation: I am registering on behalf of an organisation.
- Title: *
- First Name: *
- Surname: *
- Trading/Company Name:
- Username:
- Password: *
- Confirm Password: *
- Telephone: *
- Email: *
- Postcode: [Find Address] [Enter Manually]
- Please enter a postcode and press "Find Address" (dropdown)
- Register (button)

On the right side, there is a blue information icon and a text box: "If you are registering a deposit where you own a property select landlord. If you registering deposits where you will be ACTING as a landlord or agent select agent."

We will then send you a confirmation email with your PIN and SafeDeposits welcome pack

Step 2: Add the deposit details to your user account

Select the [Click here to start registering deposits](#) option:



SafeDeposits Scotland

Scotland's leading tenancy deposit scheme

Home | Blog | Contact Us | Switch to us Free registration of tenancy deposits in Scotland from our offices in Glasgow.

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

Registration Complete

Thank you for registering with SafeDeposits Scotland

Confirmation Email

We have sent you an email to the address you gave us.
You can now start registering Deposits

Your Details

Your pin code is: 246851
Your username is: Mr John Smith
Your name is: Mr John Smith
Your address is: 250 West George Street
Your postcode is: G2 4QY
If any of these details are incorrect you may [change them here](#)

[Click here to start registering deposits.](#)

Complete the form to add the details we require to protect the deposit (i.e. tenancy address, deposit amount, tenant details, etc.):



SafeDeposits Scotland

Scotland's leading tenancy deposit scheme

Home | Blog | Contact Us | Switch to us Free registration of tenancy deposits in Scotland from our offices in Glasgow.

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

Add Deposit

Please fill in the form below to add your new deposit and details.

You may only add properties within Scotland
(Postcodes beginning: "AB", "DD", "DG", "EH", "FK", "G", "HS", "IV", "KA", "KY", "ML", "PA", "PH", or "TD")

Property Address

Fields marked with * are mandatory.

Postcode *	<input type="text"/>	<input type="button" value="Find Address"/>
	Please enter a postcode and press "Find Address" ▾	
Sub building name	<input type="text"/>	
Building name or number *	<input type="text"/>	
Street	<input type="text"/>	
Locality	<input type="text"/>	
Town *	<input type="text"/>	
County	<input type="text"/>	

Select a field to display tooltips

Step 3: Pay the deposit

After entering the necessary information, the next screen will be the Deposit Summary page, which includes the Deposit Account Number. This is the unique reference for your deposit account on our system.

Select the Pay deposit option:



**SafeDeposits
Scotland**

Scotland's leading tenancy deposit scheme

[Home](#) | [Blog](#) | [Contact Us](#) | [Switch to us](#)

Free registration of tenancy deposits in Scotland from our offices in Glasgow.

- NEWS
- 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	20/04/2016
Deposit amount stated in tenancy agreement	£600.00
Deposit to be paid to SafeDeposits	£600.00
Deposit Account Number	DAN265533
User Reference	DAN265533
Status	Deposits Registered

Tenants associated with this deposit.

The lead tenant will be highlighted below.

Name	Phone	Email	Options
Mrs Jane Smith - Lead tenant	03333 213 136		Edit

Landlords associated with this deposit

Name	Phone	Email	Options
Mr John Smith	03333 213 136	info@safedepositscotland.com	Edit

Options

[View Tenancy Activity](#) [Delete Deposit](#)

[Add Tenant](#) [Edit Deposit](#) [Pay Deposit](#)

If you are happy with the summary details, select the Proceed option:



**SafeDeposits
Scotland**

Scotland's leading tenancy deposit scheme

[Home](#) | [Blog](#) | [Contact Us](#) | [Switch to us](#)

Free registration of tenancy deposits in Scotland from our offices in Glasgow.

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

Pay Deposit

Please find below a summary of the deposit you wish to make a payment for.

Please note we must hold the deposit in our designated account for you to comply with the Tenancy Deposit Scheme (Scotland) Regulations 2011.

Please check the details of the deposit, if you need to edit any of the details click on the edit button next to the deposit.

Description	Amount of the deposit you would like to pay	Options
250 West George Street G2 4QY Deposit Account number : DAN265533	600.00	Edit Remove
Total Amount	600.00	

[Add Another Deposit](#) [Remove All](#) [Proceed](#)

Select your chosen payment method. You can transfer the deposit to SafeDeposits by debit card (via WorldPay), cheque or BACS:



**SafeDeposits
Scotland**

Scotland's leading tenancy deposit scheme

[Home](#) | [Blog](#) | [Contact Us](#) | [Switch to us](#)

Free registration of tenancy deposits in Scotland from our offices in Glasgow.

[NEWS](#)
[ABOUT US](#)
[INFORMATION](#)
[CAREERS](#)

[MY OPTIONS](#)
[MY DETAILS](#)
[VIEW DEPOSITS](#)
[ADD DEPOSIT](#)

Select Payment Method

I want to pay by:	I want to pay by:	I want to pay by:
WorldPay	Cheque	BACS

Follow the payment steps for your chosen method of payment.

Use the Deposit Account Number as the payment reference when making payment, as this will allow our accounts department to allocate your payment to the relevant deposit account.

Please remember that BACS payments will not happen automatically: after selecting this option, you still have to log in to your online banking and transfer the funds to us.

Step 4: Provide the Prescribed Information

After you have made payment to SafeDeposits, you must provide the tenant with a copy of the [Prescribed Information form](#). The Prescribed Information form must be provided to all tenants on the tenancy agreement within 30 working days of the tenancy start date.

When we have received your payment, we will send a Deposit Protection Certificate to landlord, tenant(s) and letting agent, if there is one. The Deposit Protection Certificate confirms we hold the deposit and the details for the deposit account.



**SafeDeposits
Scotland**

**SafeDeposits Scotland
Lower Ground
250 West George Street
Glasgow
G2 4QY**

**E: info@safedepositsscotland.com
W: safedepositsscotland.com
T: 03333 213 136**