

**IT'S YOUR MONEY.
KEEP IT...**

S**afe**

**Safe** Deposits Scotland

Did you pay a deposit to your landlord or letting agent?
There are some steps to take now to avoid losing out later.

REMEMBER, IT'S YOUR MONEY – KEEP IT SAFE.



Study the small print. With the stress of moving, it can be easy to overlook, but it's essential you know exactly what your tenancy agreement says. The part to pay closest attention to are the reasons why you might lose your deposit – if you keep these in mind during the tenancy, you're more likely to get your full deposit back when you move out.



Amend your inventory where necessary. It's all in the detail! Make sure your inventory is accurate. Note any items that were already worn, marked or damaged by previous tenants. In the excitement of moving in, a scuff on the wall or a light broken by the last tenant might not seem important, but if it's not recorded in the inventory it could end up costing you money. Make sure both you and your landlord sign and date the inventory and keep a copy each.



File all communication between you and your landlord – and get it signed! If your landlord agrees to you repainting the hallway or throwing out a piece of furniture, get this agreement in writing – and make sure it's signed and dated by the landlord or agent. When it's time to repay the deposit, this proof will show you had permission to make changes to the property or its contents.



Ensure a deposit scheme is in place. When a landlord or letting agent takes a deposit from you, they must transfer the money to a tenancy deposit scheme. The scheme offers a free and independent service to settle disputes between you and your landlord if you disagree on the return of the deposit after you move out. If you pay a deposit and your landlord doesn't transfer it, you're able to contact the Sheriff Court, who can order the landlord to pay you up to three times the amount of the deposit.

For more information visit www.safedepositsscotland.com

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