

## ABOUT

This leaflet is designed to give you more information about Tenancy Deposit Schemes.

The Tenancy Deposit Scheme launched in Scotland on 2nd July 2012.

There are **three approved schemes** operating from this date onwards and it is your landlord's choice which scheme they opt to place your deposit with.

There is no charge to the landlord or the tenant for using the scheme.

Turn overleaf to view a selection of frequently asked questions about the scheme and find out more information about the correct procedures to follow.



## SRC ADVICE CENTRE

If you have a problem or enquiry about any aspect of student life, you can drop in to the SRC Advice Centre for a confidential chat with one of the professional advice workers.

**No appointment is necessary  
and the service is free.**

The Advice Centre is run by the SRC which is independent from the University and there to fight your corner in academic matters like academic appeals, complaints, student conduct procedures and other issues.

SRC Advice Centre staff also deal with welfare issues including: benefits/tax credits, council tax, debt, national insurance, tax, housing, student financial support and employment rights.

**SRC ADVICE CENTRE**  
JOHN MCINTYRE BUILDING  
UNIVERSITY AVENUE  
GLASGOW  
G12 8QQ

MON - FRI 11.30AM-4PM

0141 330 5360  
advice@src.gla.ac.uk

# THE SRC ADVICE CENTRE GUIDE TO TENANCY DEPOSIT SCHEMES

2014 EDITION



# FREQUENTLY ASKED QUESTIONS

## WHAT IS THE TENANCY DEPOSIT SCHEME?

It's a government enforced scheme which means that your landlord is required to place your deposit with an independent 3rd party organisation for the duration of your lease.

At time of publication the 3 approved schemes are Safe Deposits Scotland, MyDeposits Scotland and The Letting Protection Service.

## HOW WILL IT AFFECT ME?

Any student living in private rented accommodation (i.e. not at home or in halls) will normally be expected to pay a deposit before the commencement of their tenancy which was previously held by the landlord and in theory returned at the end of the lease.

However the deposit will now have to be paid into one of the 3 approved schemes and held by them for the duration of the tenancy and if required returned by them and not the landlord at the end of the tenancy.

## SO, IT'S A GOOD THING?

Very much so, this should in theory make it much more difficult for a landlord to unfairly withhold any or all of a tenant's deposit at the end of the tenancy. Also the independent adjudication process should reduce the number of tenants having to take withheld deposit cases to the often onerous small claims court.

## I'M ABOUT TO SIGN FOR A NEW FLAT, WHAT HAPPENS WITH MY DEPOSIT?

As of 1st October 2012, the general rule is that your landlord has 30 working days\* from the 1st day of the tenancy to place your deposit with an approved tenancy deposit scheme. You should be notified in writing by the scheme administrators once this has taken place.

*\*Working days are calculated as Monday to Friday only and if a bank/public holiday falls within this period that day is not included in the calculation.*

## WHAT IF I'M IN AN EXISTING TENANCY?

Depending on when your tenancy commenced there are specific dates by which your landlord must pay your deposit into an approved tenancy deposit scheme, for most existing tenancies this was by 13th November 2012.

## MY LANDLORD IS ALSO A RESIDENT IN THE PROPERTY. CAN MY DEPOSIT BE PROTECTED?

Unfortunately this type of tenancy is one of the few exceptions which is not covered by the scheme.

## HOW WILL I KNOW MY LANDLORD HAS PROTECTED MY DEPOSIT IN A SCHEME?

You should be contacted by whichever approved scheme your landlord has submitted your deposit to. This will normally be via email or letter and should take place within 10/15 working days after your landlord has protected the deposit.

## WHAT HAPPENS AT THE END OF THE TENANCY?

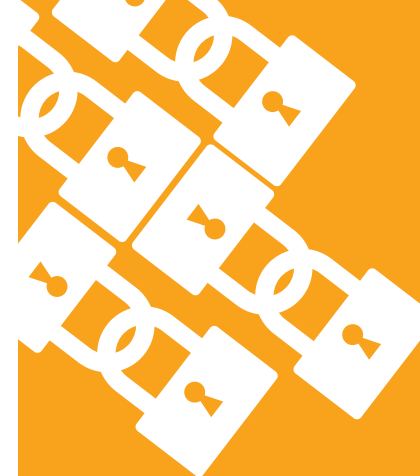
The rules vary slightly for each scheme but generally speaking both the tenants and the landlord are expected to contact the scheme administrators to notify them if they are in agreement to the amount of deposit to be returned.

If there is a dispute which cannot be resolved between the tenants and the landlord there is a free independent adjudication service which can be accessed via the scheme administrators to help resolve any issues.

## WHAT IF MY LANDLORD HASN'T PAID MY DEPOSIT INTO AN APPROVED SCHEME?

Your landlord is legally obliged to comply with the scheme, however if they fail to do so you can apply for a court order which can force the landlord to compensate you by paying you up to 3 times the amount of your original deposit.

You can do this at any time during the term of your tenancy, or up to three months after the tenancy has ended. The Advice Centre can offer further information on this process



## USEFUL LINKS

### SRC ADVICE CENTRE

[www.glasgowstudent.net/advice](http://www.glasgowstudent.net/advice)

### SCOTTISH GOVERNMENT TENANCY DEPOSIT ADVICE

[www.tinyurl.com/scottishgov](http://www.tinyurl.com/scottishgov)

### APPROVED TENANCY DEPOSIT SCHEMES

[www.lettingsprotectionsotland.com](http://www.lettingsprotectionsotland.com)

[www.safedepositscotland.com](http://www.safedepositscotland.com)

[www.mydepositscotland.com](http://www.mydepositscotland.com)

### SHELTER SCOTLAND

[www.scotland.shelter.org.uk](http://www.scotland.shelter.org.uk)

## FOR MORE ADVICE ON THE SCHEME, OR YOUR TENANCY RIGHTS IN GENERAL, CONTACT:

SRC Advice Centre  
John McIntyre Building  
University Avenue  
Glasgow  
G12 8QQ

0141 330 5360  
[advice@src.gla.ac.uk](mailto:advice@src.gla.ac.uk)