



INFORMATION RELATING TO TENANCY DEPOSITS*

The Letting Protection Service Scotland

To: (insert names of all tenants paying a tenancy deposit)

- 1. The name, address and contact details of the Scheme Administrator of the Tenancy Deposit Scheme that is safeguarding your tenancy deposit is:

The Letting Protection Service Scotland (The LPS Scotland)

Edinburgh House
4 North Saint Andrew Street
Edinburgh
EH2 1HJ

Telephone No. 0330 303 0031

Online: Further information and enquiry forms are available through the Frequently Asked Questions at www.lettingprotectionscotland.com

- 2. Tenancy specific information

(a) Amount of deposit paid.

(insert amount of deposit paid; in the case of a joint tenancy it should be the total amount paid)

£

Please tick to indicate whether this is the full deposit or part of the deposit (tick one box only)

Full

Part

(b) Date deposit received by the Landlord. (DD/MM/YYYY)

(c) Date deposit paid to tenancy deposit scheme. (DD/MM/YYYY)

(d) Address of property to which the tenancy relates.

(insert address of property including post code)

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*As defined in The Tenancy Deposit Schemes (Scotland) Regulations 2011.

(e) *Circumstances when all or any part of the deposit may be retained by the Landlord, at the end of the tenancy.*

Refer to Clause(s) [**please insert relevant clause reference below**] of Tenancy, Agreement. I/We (being the Landlord) certify that –

- (i) I/We are or have applied to be, entered on the register maintained by the local authority under section 82 (registers) of the 2004 Act;

NOTE

The document is provided by The LPS Scotland by way of information only. The LPS Scotland accepts no liability for its contents. It is the landlord(s) responsibility to ensure it is completed accurately and served on the tenant(s) as outlined above.