



# **A GUIDE TO BULK DEPOSIT SUBMISSIONS**

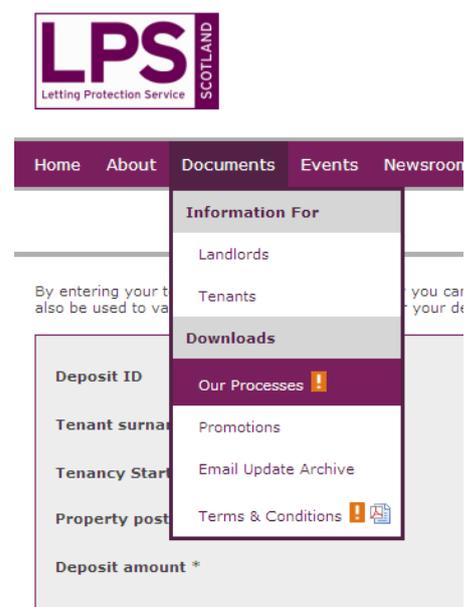
# WHAT IS A BULK DEPOSIT SUBMISSION?

The Bulk Deposit Submission process is used for agents/landlords who have a large amount of deposits to submit at the same time, reducing the administration work required to submit the deposits. As all Bulk Deposit Submission templates which are sent to us are uploaded by our administration staff, we do request that Bulk Deposit Submissions are only used for submissions of 20 deposits or more. Once the Bulk Submission is complete, we will confirm the amount and value of the deposits submitted, as well as your Direct Bank Transfer (DBT) details, in order for you to make a payment and complete your bulk submission.

## HOW DO I MAKE A BULK DEPOSIT SUBMISSION?

### 1 – Download the Bulk Deposit Submission Template

The Bulk Deposit Submission template is available from 'Our Processes', under the 'Documents' section of our website.



Alternatively, you can download a copy of the template [here](#).

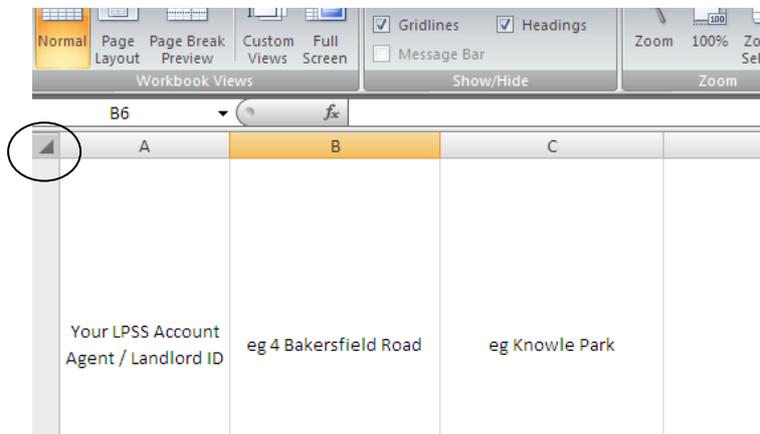
### 2 – Save a copy of the Bulk Deposit Submission Template.

Once you have opened the Bulk Submission template, please copy the whole page of the 'upload' tab into a new Excel workbook, and save a copy of the template as an 'Excel Workbook':

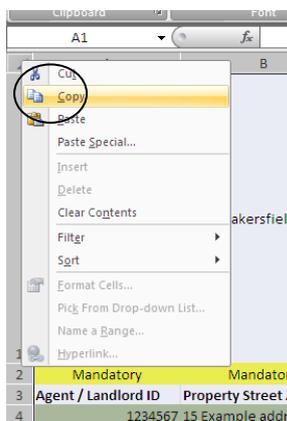
Select the 'Upload' tab at the bottom of the screen:



Highlight the whole page by clicking on the grey square above cell A1:



Right click in the same place and copy the spreadsheet:



Open a new workbook and paste the spreadsheet into your new workbook.

In order to help keep track of your template, and as a point of reference when discussing templates, it is advisable to save your templates using the structure 'Agent ID' 'Company Name' 'Date', as shown in the example below:



### 3 – Fill in the details on the Bulk Submission Template

Each row of the spreadsheet will be uploaded as an individual deposit containing the details which you have entered. In order for each row to be submitted, all of the mandatory information needs to be completed. The first mandatory column of the template is your Agent/Landlord ID; it is essential that this field is entered correctly in order for the details to be uploaded to the correct account. There are also some non-mandatory fields which can be used if, for example, the address of the property has extra lines to be included in the postal address:

	A	B	C	D	E	F	G
1	Your LPSS Account Agent / Landlord ID	eg 4 Bakersfield Road	eg Knowle Park		eg Glasgow		
2	*	*			*		*
3	0	1	2	3	4	5	6
4	Agent / Landlord ID	Property Street Address	Property Street Address 2	Property Street Address 3	Town	County	Postcode
5	1234567	15 Example address	Example Address	Example Address	Example Town	Example County	G11 1MP
6	1234567	15 Example house			Example Town		G11 1MP
7	1234567	15 Example cottages	Example village		Example Town	Example County	G11 1MP

Some of the mandatory fields have validation requirements which will need to be met in order for the Bulk Deposit Submission to be successful. All validation requirements will be displayed in the top row of the spreadsheet, and drop down menus are provided for fields with limited options:

H	I	J	K	L	M	N	O
DHS = Detached House SDH = Semi-detached House THS = Terraced House FLT = Flat / Apartment MAI = Maisonette BED = Bedsit OTH = Other  Please use drop down menu for this field or the entries will not be accepted by our database	Number of bedrooms, cannot be 0, if studio flat or similar please enter as 1	Y or N	dd/mm/yyyy - Must be less than 14 days from date of submission	Length of tenancy in complete months as per Tenancy Agreement.	E#####.##	E#####.##	Date on which Deposit was paid by Tenant (dd/mm/yyyy) - date must be previous to submission date
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Property Type	No. of Bedrooms	Furnished	Tenancy Start Date	Tenancy Length	Rent Amount	Deposit Amount	Tenant Payment Date
THS	2	Y	10/02/2011	12	£200.00	£200.00	10/02/2011
SDH	3	N	12/12/2011	6	£250.00	£500.00	10/12/2011
THS	4	Y	14/12/2011	8	£450.00	£450.00	08/12/2011

Please ensure that any entries which require validation are entered as requested, as any entries which do not follow this format will prevent us from completing the bulk submission and result in the form being returned to you.

You will also need to register the landlord Local Authority information for each deposit, please note that an LA number is mandatory for all LA statuses apart from "other".

G	H	I	J	K	L	M	N
		Please select your Local Authority Number status	Mr	Mrs	Mr & Mrs		eg 4 Bakersfield Road
		Registered	Miss	Sir	Company		
		Not Yet Approved	Ms				
		Applied Under Appeal	Dr				
		Other	Oth				
*		*	*	*	*	*	*
6	7	8	9	10	11	12	
Postcode	Local Authority Number	Local Authority Status	Landlord title	Landlord title	Landlord first name	Landlord surname	Landlord Address 1
G11 1MP	12345/123/12345	registered	Mr	Land	Land	Lord	L.Address 1
G11 1MP	12345/123/12345	Applied under appeal	Mr	Land	Land	Lord	L.Address 1
G11 1MP	12345/123/12345	Applied under appeal	Mr	Land	Land	Lord	L.Address 1

Entering the Tenant details correctly is the most important part of completing a bulk deposit submission. All Lead Tenants entries must include a Title, First Name, Last Name and at least either a mobile phone number or an e-mail address. We are unable to accept bulk deposit submissions where the named lead tenants do not have either of these contact details:

U	V	W	X	Y	Z	AA	AB	AC
DHS = Detached House SDH = Semi-detached House THS = Terraced House FLT = Flat / Apartment MAI = Maisonette BED = Bedsit OTH = Other  Please use drop down menu for this field or the entries will not be accepted by our database	Number of bedrooms, cannot be 0, if studio flat or similar please enter as 1	Y or N	dd/mm/yyyy - Must be less than 14 days from date of submission	Length of tenancy in complete months as per Tenancy Agreement.	£####.##	£####.##	Date on which Deposit was paid by Tenant (dd/mm/yyyy) - date must be previous to submission date	Mr Mrs Miss Ms Dr Oth
*	*	*	*	*	*	*	*	*
20	21	22	23	24	25	26	27	28
Property Type	No. of Bedrooms	Furnished	Tenancy Start Date	Tenancy Length	Rent Amount	Deposit Amount	Tenant Payment Date	Lead Tenant Title
THS	2	Y	10/02/2011	12	£200.00	£200.00	10/02/2011	Mr

Please note that if your tenant's title is not in the 'Lead Tenant Title' drop-down menu, you can select 'Oth' and add their title in the next column as shown above.

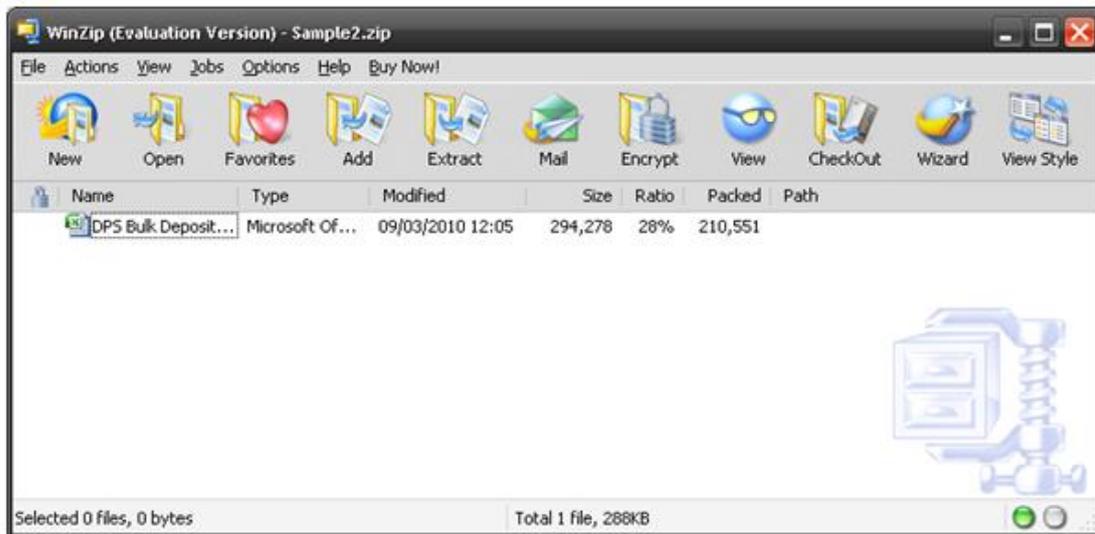
Up to 5 additional tenants can be added in the columns further to the right of the lead tenant details section. As a minimum, details for these additional tenants must include a Title, First Name and Last Name:

Mr Mrs Miss Ms Dr Oth	Additional Tenant Names must be complete						Mr Mrs Miss Ms Dr Oth
*	*	*	*	*	*	*	
35	36	37	38	39	40	41	
Tenant Title 2	Title (if other) 2	Tenant First Name 2	Tenant Last Name 2	Tenant Mobile No 2	Tenant Email 2	Tenant Other Telephone 2	Tenant Title 2
Mr		Additional	Tenant				Mr
Mr		Second	Example				
Mr		Third	Example				

#### 4 – Review the details on the Bulk Submission Template

Once you have added all of your deposit details, it is important to review your details to ensure all mandatory fields are completed. Please see the example below:

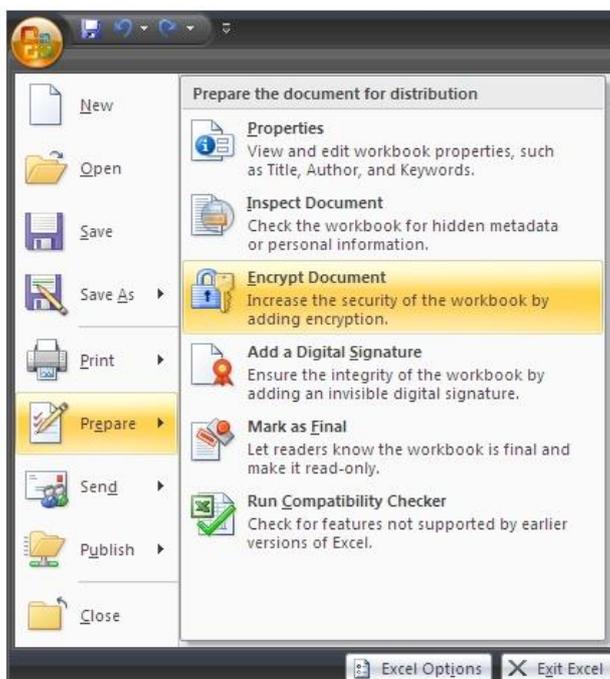




5. Once your spreadsheet has been added to the file, it will display in the WinZip window and you can now add the encryption.
6. Select Encrypt from The WinZip menu. In the Encryption window enter a password and select an encryption method. The LPS Scotland recommend that you use the strongest encryption available.

#### Encryption using Microsoft Office 2007

1. From the MS Office menu select Prepare > Encrypt Document
2. Enter a chosen password and click OK



## 6 – Email your Bulk Submission Template to us

Once you have completed and encrypted your Bulk Submission Template, please e-mail the template to [bulkuploads@lettingprotectionscotland.com](mailto:bulkuploads@lettingprotectionscotland.com). In order for us to open the spreadsheet, please also send the password you have used to encrypt the document in a **separate** e-mail.

## 7 – Make DBT payment to pay for the Bulk Submission

Once we have confirmed that your upload has been successful, we will e-mail you to confirm how much you need to pay into your DBT account. Your DBT account details will also be confirmed in this e-mail. Once the deposit has been received and allocated, it will be moved to 'active', and confirmation will be sent to all parties.

We have tried to cover all areas of the Bulk Deposit Submission Process in this guide, however, if you do have any further questions please refer to the [FAQs section](#) of our website.

