mydeposits Scotland

# Tenancy deposit protection in Scotland: 2026 compliance checklist

## 1. Protecting the deposit

- [ ] **Protect the tenant's deposit within 30 working days**
  The deposit must be lodged with an approved Scottish tenancy deposit scheme within 30 working days of the tenancy start date
- [ ] **Issue the prescribed information**
  Provide the tenant with all required prescribed information within the same 30 working day period. This should include the Deposit Protection Certificate, Information for tenants' leaflet and the deduction template
- [ ] **Include all required deposit details**
  The prescribed information must include the deposit amount, the date it was received, the approved scheme's details, and information on deposit repayment

## 2. Keeping records

- [ ] **Keep proof that the prescribed was served**
  Keep a signed acknowledgement, email confirmation or other evidence that the prescribed information was provided to the tenant
- [ ] **Keep deposit protection records**
  Store the copies of the deposit protection certificate and related communications throughout the tenancy

## 3. End of the tenancy

- [ ] **Agree any proposed deductions with the tenant**
  Discuss and agree any deductions before requesting repayment of the deposit
- [ ] **Use our free dispute resolution service**
  Refer unresolved disputes to our resolution service
- [ ] **Request prompt repayment of the deposit**
  Apply for the release of the deposit as soon as the tenancy ends and any agreed deductions have been resolved