
SCOTTISH STATUTORY INSTRUMENTS

2011 No. 176

The Tenancy Deposit Schemes (Scotland) Regulations 2011

PART 5

Procedures for payment, holding and repayment of deposits

Application for repayment of a tenancy deposit

25.—(1) On receipt of an application from a landlord under regulation 24(1), the scheme administrator must write to the tenant to—

- (a) notify the tenant of that application, including details of the amounts specified under regulation 24(2);
- (b) require the tenant to contact the scheme administrator to confirm either that the tenant agrees to repayment as applied for by the landlord or that the tenant disputes the amounts specified;
- (c) require that the tenant notify the scheme administrator of the amount of the tenancy deposit which the tenant considers should be repaid to the tenant (the “disputed amount”), if different from the amount specified;
- (d) explain the effect of regulation 27, and
- (e) inform the tenant of the availability of the dispute resolution mechanism made available under Part 6 and of the procedures for requesting a referral to that mechanism.

(2) Where an application is accepted from a tenant under regulation 24(3), the scheme administrator must write to the landlord to—

- (a) notify the landlord of that application, including details of the amounts specified under regulation 24(4);
- (b) require the landlord to contact the scheme administrator to confirm either that the landlord agrees to repayment as applied for by the tenant or to submit an alternative application in accordance with regulation 24(2); and
- (c) explain the effect of regulation 28.