

Tenants – How to complete your Reposit application

If you've decided that you would like to use Reposit as your deposit alternative, your letting agent or landlord will create a Reposit which you'll be invited to.

You'll need to ensure you have given your letting agent or landlord your preferred email address to receive your invite.

Click the link in your emails which will take you to your personalised dashboard.

You will then see this view as your homepage.

Click the 'continue' to complete your Reposit.

You can view the cost of your Reposit and the steps to be completed at the top of the page.

Firstly, confirm the details of the Reposit are correct. If anything looks wrong, please get in touch with your letting agent or landlord to amend.

You'll need to check your name, email address and phone number are correct. Then enter your date of birth and your gender, if you'd rather not say, click "rather not say".

Click 'continue' if all the details are correct.

To use Reposit, you are required to enter your current address. If you are able to enter 5 years of address history, please do, otherwise, you can click 'continue'.

Confirm the tenancy details listed are correct.

Then, scroll down, to the sections you must agree to.

- Firstly, confirm that you understand you are liable for any charges at the end of tenancy
- That you are aware your landlord could create end of tenancy charges, and that you will need to respond through your Reposit dashboard to the case
- That you understand you will automatically be charged for the claim if you choose not to respond
- And lastly, that it's your responsibility to ensure your details are correct in the case that end of tenancy charges are raised as we need to contact you

Click Continue.

Next, you will need to read our Terms and Conditions of the Reposit agreement, please do take the time to review these carefully.

Click, to 'accept terms' and 'continue'.

Once agreed, you will be able to pay for your Reposit.

Enter your long card number, expiry date and CVC number. These are the 3 numbers on the back of the card.

You must authorise Reposit to take payments from this card in accordance with our terms and conditions which you have agreed to, and tick the checkbox.

Click 'confirm and pay now'.

You will then be taken to the final page showing your Reposit has been completed.

Your landlord or letting agent will now be informed that your Reposit is complete and that you are ready to move into your property.