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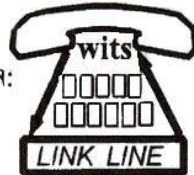
ਜੇਕਰ ਤੁਹਾਨੂੰ ਆਪਣੀ ਜ਼ਬਾਨ 'ਚ ਅਨੁਵਾਦ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

જો તમને પોતાની ભાષામાં ભાષાંતર જોઈએ છે, તો મહેરબાની કરીને સંપર્ક સાધો:

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যদি আপনার নিজের ভাষায় অনুবাদ চান তাহলে অনুগ্রহ করে যোগাযোগ করুন:

اگر آپ کو ترجمہ اپنی زبان میں چاہئے تو براہ مہربانی رابطہ کریں۔



01483 750548



Housing Services

Town Hall, The Parade, Epsom, Surrey. KT18 5BY
tel 01372 732000

last updated 31 July 2012 - [Housing- Rent Deposit Scheme -Tenants] Ref:

Private Rented Accommodation & The Rent Deposit Bond Scheme

A guide for prospective Tenants

Telephone: 01372 732000
contactus@epsom-ewell.gov.uk
www.epsom-ewell.gov.uk

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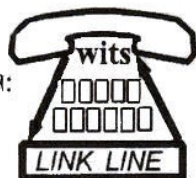
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It is very important that you complete an inventory at where possible photographic evidence as this can then be referred to should any claims for damages be made.

When you move out of the property it is importance to leave the property in good clean condition. You must notify all utility companies of your new address and make sure there are no outstanding rent arrears or utility debts. Remember the Council will recover any money claimed on the deposit from you and this could affect your chances of being housed in the future.

What should I do if I am interested in applying for a deposit bond?

Contact Housing Services to arrange a housing options interview. They can be contacted on: Housing Services, The Town Hall, The Parade, Epsom, Surrey, KT18 5BY. Tel: 01372 732000.



Rent in advance

The scheme cannot help with rent in advance and you will be responsible for paying this. We can help and support you to apply for a Crisis loan.

Inventory Inspection

An inventory inspection will be required when you move in. The Council can carry this out free of charge but if you and landlord organise your own the Council must be provided with a copy.

What happens after I have moved into the property?

Within a fortnight of you first moving into the property you will be visited by our tenancy sustainment officer. The officer will check that you have moved into the property and assess how often you will be visited. This varies per household and is subject to an assessment process. These sustainment visits are compulsory and should you not comply with the visits your landlord will be informed.

The sustainment visits give the officer an opportunity to ensure that the property is being cared for and gives you an opportunity to raise any issues or concerns that you have with the tenancy. We will visit the property during the first year of the tenancy. After this time further visits will be considered on a discretionary basis.

What happens at the end of the fixed term of the tenancy?

If the tenancy continues after the fixed term our bond promise will also continue. If the tenancy ends, and the landlord wishes to claim some of the money from the deposit bond, we will want to see proof of any arrears or damages before we pay against the deposit. You will be advised of any claims being made against the deposit so that you are aware of them.

Private Rented Accommodation & The Rent Deposit Bond Scheme

What is the rent deposit bond scheme?

The Rent Deposit Bond Scheme is where Epsom & Ewell Borough can assist clients with a deposit bond for a property in the private rented sector. We also help certain homeless households to find private rented accommodation, liaising with private landlords, agents & tenants, and give advice on welfare benefit entitlements. This scheme also looks at assisting clients with tenancy sustainment by acting as an advocate between the tenant and the landlord throughout the tenancy and by offering advice and practical support designed to help people keep their homes.

What is a deposit bond?

A bond is a letter of promise to a landlord from the Council on behalf of the tenant. This is instead of providing the landlord with a cash deposit.

How much will the bond cover?

The bond will usually cover the equivalent of a property's monthly rent. This rent will be assessed by an independent rent officer to ensure that it is a reasonable level and within the Local Housing Allowance rate.

What will the bond cover?

The bond will cover everything that a normal monetary deposit will cover. This includes any damages to the property (which cannot be classed as reasonable wear and tear) or any rent arrears up to the agreed bond limit.

At the end of the tenancy if the landlord claims on the bond deposit the Council will recharge the tenant for this amount.

Am I eligible for a rent deposit bond?

A deposit bond is only available to certain households who have been able to show that they have no means of funding a cash deposit themselves. The deposit bond scheme is financially limited and some households will be prioritised above others.

This scheme is intended to help people we would have a duty to under the homelessness legislation and referrals to the scheme can only be made by the Housing Options Adviser after an applicant has had a housing options interview

To see if you are eligible for assistance, you must first have a Housing Options interview. At that interview your current housing situation will be assessed. You will be asked to provide proof of any savings, income and identification. You will therefore need to bring with you to the interview two months bank statements, three salary slips and any benefit award letters or evidence of any benefits that you are receiving. You must have no other means of being able to fund a deposit yourself (eg family/friends/employer/bank loan)

You will also be required to complete an application form with you personal details and your previous housing history which will be given to the prospective landlord.

What happens next?

Following the interview you will be told whether you qualify for a rent deposit bond. You will be advised an approximate figure as to how much the bond will cover depending on your household circumstances. It is then up to you to find a suitable property. Further information about this and rent levels and bedroom eligibility can be found in the Local Housing Allowance leaflet and Renting in the Private Sector leaflet.

Can the Housing department help me find a property?

In some circumstances we may be told of a property to rent. Should this happen we will nominate a household to the property depending on their circumstances. It is therefore important that you do not rely on us finding a property for you and instead actively search yourself.

What happens when I find somewhere I would like to rent?

If you find somewhere that you would like to rent you must let your Housing Options Advisor know. If the rent is within the Local Housing Allowance rates the private rented sector officer will contact the landlord and arrange to view the property and check that all safety certificates and energy performance certificates are in order. If the property is considered to be in good condition, has all relevant certificates and is affordable you and the landlord will be advised that we are prepared to support the tenancy.

How does the landlord get the bond?

A bond letter is issued by the Council. No money changes hands, so despite the Tenancy Deposit Scheme which came into force on 6th April 2007, there is no obligation in this respect for the landlord.

Before the bond agreement is sent you will be asked to sign a bond form. This form states that you will let the Council know if you are asked to leave or choose to leave the property. It also confirms that if at the end of the tenancy we need to pay money to the landlord you understand that we will recover these monies from you.