

Generally the scheme does not cover rent in advance however if the applicant is eligible for Housing Benefit they may also be eligible for help with DHP to cover rent in advance.

Applicants would **not** be entitled to any additional priority on the Housing Needs Register as a rent deposit households.

The accommodation provided must of a good physical condition as required under the Housing Health and Safety Rating System

Landlords must provide:

- Proof of property ownership
- Gas Safety Certificate
- An electrical safety certificate
- An Energy Performance Certificate
- Permission to let from mortgage lender
- Smoke Alarms / carbon monoxide detectors
- A written tenancy or licence agreement
- HMO licence (if relevant)

Both the landlord and the tenant must sign the Council's charter .

Should the landlord need to claim against the bond, the landlord must claim within 10 days of the end of the tenancy using the Council's Rent Deposit Scheme claim form.

**If you would like a copy of this document in large print, on tape or in Braille, please contact 01372 732000**

**If you require a translation in your language, please contact:**

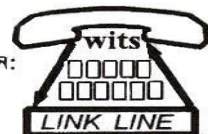
ਜੇਕਰ ਤੁਹਾਨੂੰ ਆਪਣੀ ਜ਼ਬਾਨ 'ਚ ਅਨੁਵਾਦ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ:

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

Se necessitar de uma tradução, contacte por favor:

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

اگر آپ کو ترجمہ اپنی زبان میں چاہئے تو براہ کرم سہ ماہی رابطہ کریں۔



**01483 750548**

## Surrey Homeless Alliance

# Non Priority Need Rent Deposit Scheme for single people & couples

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

## Non Priority Need Rent Deposit Scheme

The purpose of this scheme is to enhance existing housing options services in order to prevent homelessness by offering rent deposit bond assistance to non-priority need homeless single people and couples with a local connection to the borough.

The scheme can assist with either a cash deposit or bond up to the value of the relevant LHA rate for single people or couple.

The LHA weekly rates for 2104/15 are:

B.R.M.A.	1 room in shared accommodation	1 Bedroom Self Contained
Outer South West London (152)	£81.64	£207.69
Outer South London (153)	£79.29	£160.79

Under the scheme the household will normally be considered for a deposit for the following property sizes in accordance with the benefit provisions.

Single people under 35	Room in shared house
Single people over 35	Room in shared house/ Studio / 1 bedroom property
Single people under 35 with visiting children under 16	Room in shared house
Single people over 35 with visiting children under 16	Room in shared house/ Studio / 1 bedroom property
Couples	Room in shared house/ Studio / 1 bedroom property

Before an applicant can be considered they must first have a Housing Options interview or have completed the on-line Housing Options Wizard [www.eebc-homechoice.org.uk](http://www.eebc-homechoice.org.uk). It must be considered that an applicant can manage a tenancy.

The applicant must have a local connection with the borough.

Suitable applicants will be issued with deposit bond offer letter which will be valid for three months. This can be used to give prospective landlords to inform them about the scheme.

The accommodation can be located either in or outside the borough.

Applicants will be responsible for finding their own private rented accommodation. The Rent Deposit Officer will assist with setting up the tenancy and issuing the bond or cash deposit, however the scheme cannot assist with on-going tenancy sustainment other than general housing advice.

When a property or room is found the applicant should advise the Rent Deposit Officer of the property address, the name, address and contact details of the landlord or letting agent and other relevant details. The Rent Deposit Officer will then:

- Ensure that appropriate measures are in place in regard to suitability of the premises
- Once satisfied that the letting is viable the Rent Deposit Officer will formally confirm deposit/ bond with the landlord or his agent and ensure all relevant the documentation is completed by the respective parties.
- Where the tenant is likely to receive assistance with their rent through Housing Benefit, or its equivalent, the Rent Deposit Officer will inform them of the local LHA rates. If necessary, they will assist the client to complete the relevant paperwork or direct them to another agency who can do so. All tenancies will normally have a check in / inventory report and check out report.
- The Rent Deposit Officer will seek to negotiate with landlords for rent in advance payments to not be required although it is appreciated that this will not always be possible to achieve.

Cash deposits must be registered with a government approved Tenancy Deposit Protection Scheme with EEBC registered as a 3rd party. Cash deposits must be returned to the Council at the end of the tenancy.