



Payment / Guarantee

The Council may pay the initial deposit or may guarantee the deposit as appropriate. This will depend on each individual case. Any money paid to a landlord or letting agent on your behalf will be on a loan basis and you will be required to repay the amount back to the Council by monthly standing order usually over a 1 to 3 year period. You will need to sign an agreement to this effect. The Housing Department is obliged to ensure you do not suffer financial hardship. Your Housing Officer will ensure the rent and loan repayments are affordable.

The Housing Department has a limited amount of funds available for Tenancy Deposit loans and depends on the repayments being made to enable the scheme to continue.

Will I be a Council Tenant?

No. This scheme is to assist you into privately rented accommodation. Once you become a tenant, your agreement is with your landlord/letting agent.

Further Information

Contact the Housing Options Team on 01403 215560, to speak to your Housing Officer or contact your local Citizens Advice Bureau.



Checklist

- | | |
|---|--------------------------|
| | Tick
box |
| Housing Options Assessment form handed in | <input type="checkbox"/> |
| All requested information provided | <input type="checkbox"/> |
| Financial Statement handed in | <input type="checkbox"/> |
| Letter from Landlord or Letting Agent handed in | <input type="checkbox"/> |
| Tenancy Deposit Agreement completed | <input type="checkbox"/> |
| Standing Order form completed | <input type="checkbox"/> |
| Copy of signed new Tenancy Agreement handed in | <input type="checkbox"/> |

We are happy to translate or send in other formats

Easy Read ✓ ✓ ✓ Braille ✓ BSL ✓

Please Contact: Damian Brewer

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If you have any access requirements to attend our offices, please contact Hannah Woods on 01403 215446

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**Horsham
District
Council**

Tenancy Deposit Scheme



Horsham District Council
Housing Department
Park North
North Street
Horsham
West Sussex RH12 1RL
01403 215100



What help does the scheme give?

The aim of the Tenancy Deposit Scheme is to assist eligible people in housing need into privately rented accommodation. This is often a quicker alternative to securing suitable accommodation rather than waiting on the Council's lengthy Housing Register.

Who can get help?

You may receive help if you are:

- ◆ Aged 18 or over
- ◆ Homeless, about to become homeless or living in insecure housing
- ◆ On a low income with little or no savings or receiving benefits
- ◆ Unable to get help from any other source
- ◆ Able to maintain a tenancy
- ◆ Have resided in the Horsham District for 3 of the last 5 years.
- ◆ Have employment within the district
- ◆ Other special circumstances (e.g. the need for at least one member of the household to reside near to special medical or support services **only** available in the district).

You may be turned down for assistance from the Tenancy Deposit scheme if a potential property can not be shown to be affordable and sustainable.



How to Apply

You can apply direct to Horsham District Council or you may be referred by another advice agency. You will be required to complete a Housing Options Assessment form together with the necessary supporting documentation as indicated on the form. You will then need to provide evidence of the deposit and/or rent in advance that the landlord or letting agent requires to secure the property. This information must be provided by a landlord or letting agent on headed/company paper. Your Housing Officer will also issue you with a financial statement which should be completed and returned to the relevant officer as soon as possible.

You should ensure that any potential property is the correct size for your household and the rent is within the agreed limit of the Local Housing Allowance for that area (details of which can be obtained from our offices). Landlords/letting agencies may need you to have a guarantor against the property you have found to rent. You should check with the landlord or letting agent exactly what is required.

The final decision as to whether or not you take up a tenancy will be between you and the landlord/letting agency. You will agree the terms of the tenancy between you. Before signing a tenancy agreement, make sure you fully understand its terms and conditions. If you are in any doubt, please seek the advice of a Housing Officer or the Citizens Advice Bureau.

What kind of tenancy will I have?

Your tenancy will be an Assured Shorthold Tenancy (AST) agreement. However if the landlord lives on the premises, you will have a licence to occupy. Again a Housing Officer or the Citizens Advice Bureau can help you with the meaning of the different legal terms.

What about the Inventory?

When you take up a tenancy, the landlord will ask you to sign an inventory detailing the condition of the property and its contents. You should check this carefully and note on it any inaccuracies. The landlord should also sign any changes you make. It is your responsibility to keep the property and its contents in the condition stated on the inventory. An inventory must be completed even for unfurnished accommodation.

Claiming Housing Benefit

If you will be claiming Housing Benefit you need to ensure a potential property is the right size for your household and within the current price limit for the area in which you wish to live. Please contact the Housing Benefit Department for the latest Local Housing Allowance rates.

Within the first week of moving into the property you should complete a Housing Benefit Application form, this will ensure there are no delays in your housing benefit being assessed.

The amount of Housing Benefit you will get depends on your income and personal circumstances. If the amount of Housing Benefit that you are awarded does not cover the whole of the rent due, you will be responsible for making up the difference