

# DEPOSIT GUARANTEE SCHEME – GUIDE FOR LANDLORDS AND LETTING AGENTS



Since 2005, Newark and Sherwood District Council have operated a Deposit Guarantee Scheme - for applicants who are working with the Housing Options Team and are unable to afford the deposit needed by a landlord for a private rental sector property.

### How does it work?

The Deposit Guarantee Scheme, which is also known as a paper bond, is a written agreement that the Council makes with the Landlord to reimburse them for any agreed costs, up to the maximum value of the bond. This can cover issues such as rent arrears, damage to the property beyond normal wear and tear and loss caused to the property by the tenant, their household or visitors during their tenancy.

Our paper bond lasts for the lifetime of the tenancy and negates the landlord/letting agent from having to place a cash deposit into a tenancy deposit protection scheme.



### What can you expect from us?

We carry out checks on a prospective tenant:

- Financial checks
- Affordability checks
- Background checks for anti-social behaviour, poor tenancy management, etc.
- They have the necessary documentation/information available for you/your letting agent to carry out a 'Right to Rent' check
- Assessment and interview to gauge capability of sustaining a tenancy and who we consider will behave responsibly and adhere to the conditions of their tenancy



### What we will need from you

- (Draft) Assured Shorthold Tenancy agreement
- Current Electrical Installation Condition Report
- Current Energy Performance Certificate, with a rating of 'E' or above
- Current Landlord's Gas Safety Record (if applicable)

### What happens next?

Once all parties are ready to proceed, we will prepare the deposit guarantee scheme agreement for ourselves, you/your letting agent and the tenant to sign.



### Ongoing Support

We are happy to provide you and your tenant with advice and assistance throughout the tenancy.

### What we cannot do

- Rent collection or guaranteed rent
- Full tenancy management
- Arrange repairs and routine maintenance
- Be a guarantor



If you have any questions about our scheme, please telephone our Landlord Liaison Officer on 01636 650 000 or e-mail us at [Real.Home@newark-sherwooddc.gov.uk](mailto:Real.Home@newark-sherwooddc.gov.uk).

We look forward to hearing from you

