

August 2022

DEPOSIT GUARANTEE SCHEME – GUIDE FOR APPLICANTS

The Deposit Guarantee Scheme is one of the ways in which Newark and Sherwood District Council help eligible applicants into private rental sector accommodation.

Eligibility criteria

In order to apply for this scheme, you must:

- Be homeless or threatened with homelessness and working with our Housing Options team
- Have been resident or employed within Newark and Sherwood for the last six months (exceptions may be agreed, such as in cases of domestic abuse or for Armed Forces personnel)
- Have no housing-related debt (exceptions may be agreed)
- Be unable to afford the deposit required by a landlord
- Be capable of sustaining a tenancy and understand your responsibilities as a tenant



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 you, your household or visitors during your tenancy. If we have to make any payments to the landlord, you will need to pay us back.

Finding a suitable property

There are various places where you can look for private rental accommodation, for example:

- Local letting agents
- Websites – such as Rightmove, Zoopla, Gumtree, SpareRoom
- Social media sites – such as Nextdoor, Facebook
- Local newspapers
- Supermarket noticeboards and shop windows

If you have located a suitable property, we will need the following details:

- Property address
- Landlord/letting agent's contact details
- Monthly rental cost
- Deposit required
- Number of bedrooms

You must not hand over any monies to the landlord/letting agent, until your application has been assessed and we have confirmed that your application has been successful.

You must be able to evidence that any prospective property is affordable for you. You can use one of the benefit calculators to check your benefit entitlement at: www.gov.uk/benefits-calculators

There is lots of helpful guidance here: www.gov.uk/government/publications/how-to-rent



How do I apply?

Your Housing Options Officer will check your eligibility for the scheme. If eligible to apply, they will send you an application form and an Income and Expenditure form to complete.

These should be returned to us, along with your most recent 2 months Bank Statements.

What happens next?

We carry out the following:

- Financial checks
- References obtained
- Affordability checks
- Background checks for anti-social behaviour, poor tenancy management, etc.
- Ensure necessary documentation/information available for the landlord/letting agent to carry out your 'Right to Rent' check

If we are happy to go ahead, we will contact the landlord/letting agent and confirm whether they will work with our scheme

What we will need from your landlord/letting agent

- (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)

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

Ongoing Support

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

What we cannot do

- We are not able to be a guarantor
- We are not able to offer the landlord guaranteed rent



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.

We look forward to hearing from you



 @NSDCouncil

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01636 650 000

www.newark-sherwooddc.gov.uk

