



# Deposit Guarantee Scheme

*Applicant information*

# What is the Deposit Guarantee Scheme?

The scheme has been introduced by us to help people who are homeless or threatened with homelessness to access private rented accommodation. The scheme provides landlords with a written guarantee of a rent deposit up to a maximum of £500 or the equivalent of the Local Housing Allowance.



## How does it work?

### We can:

- Provide a written deposit (NOT cash) to a landlord protecting them against damage to their property. In line with the Local Housing Allowance. This is up to a maximum of £500. Individual circumstances will be taken into account. The landlord can then make a claim at the end of the tenancy if the tenant causes damage to the property and /or to recoup rent arrears.
- Provide advice and guidance with setting up Housing Benefit claims (if necessary) once in rented accommodation.
- Your Housing Options Officer will help you set up a savings account with the local Credit Union paying your set up fee and first deposit of £10. This money will help you pay back the bond to the landlord.
- Help you make sure the property has had all the correct legal safety checks.
- In limited cases we may be able to pay the first month's rent in advance.

## The applicant must:

- Provide details / proof of household income, National Insurance number and identification and other background information. You will also need to sign a declaration statement to allow us to check the details you have given.
- Find a property to rent which is affordable to you and check that the landlord or agent is willing to accept the Deposit Scheme (the Housing Options Team will speak to the landlord on your behalf if required). This property must be in our area.
- We can advise you on where to look for properties.
- The Tenant will save money towards paying back the deposit at the end of 12 months tenancy.
- The tenant must apply for Housing Benefits or the housing element of Universal Credit if appropriate. The Housing Options Officer can help you do this.

## Who is eligible?

To be considered for the Deposit Guarantee Scheme you must be:

- Aged 18+.
- Homeless, threatened with homelessness or have a genuine need for housing.
- In receipt of Welfare Benefits or earning a low income and have insufficient savings to pay for the deposit yourself.
- Have a local connection with our area (through family, work or residence) and capable of living independently.

# What to do once you have found a property

A Deposit Guarantee Application should be completed with the Housing Options Team. A Housing Options Officer will consider the application and if you are eligible for the scheme the officer will arrange to visit the property with the landlord. If all is in order the Housing Officer will meet with the applicant and landlord to hand over the paper Deposit Guarantee.

A Deposit Guarantee cannot be given if the tenant has already moved in.

If you require any further information on the Deposit Guarantee Scheme or have any questions please contact NEDDC Housing Options Team 01246 231111.

*We speak your language*

**Polish**  
*Mówimy Twoim językiem*

**French**  
*Nous parlons votre langue*

**Spanish**  
*Hablamos su idioma*

**Slovak**  
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