

Rent Deposit Guarantee Landlord Guidance

The Rent Deposit Guarantee Scheme is designed to assist people (individuals, couples or families) to have their housing needs met through renting in the private sector. It offers a degree of flexibility in the choice of area and property that best meets their needs, and it is designed to assist individuals who do not have immediate access to funds for a deposit, to secure a private tenancy.

It allows Aberdeenshire Council to work in partnership with Landlords to meet the demand for housing, in their local area, promoting housing options and establishing good working relations and the confidence of landlords.

Who is eligible?

- Anyone over the age of 16, who has approached the Housing Options Service for advice and assistance.
- And has a Local Connection to Aberdeenshire
- And is able to meet the monthly rental costs of the property for which the Rent Deposit Guarantee is being applied for

Procedure

- 1.0 A full Housing Options Interview will have identified that the best option to meet the needs of the individual is a private let.
- 2.0 The Rent Deposit Guarantee Scheme applies only to the deposit, and a financial assessment will have been carried out where necessary, to ensure the rent is affordable to the applicant. The guarantee is only available for self-contained accommodation.
- 3.0 The Rent Deposit Guarantee will provide a guarantee up to the value of one months rent or the local housing allowance which ever is the lower for the size of property required for the applicant and their household. The guarantee will be provided for the duration of the tenancy.
- 4.0 Landlords who wish to register with the Rent Deposit Guarantee Scheme for the provision of rented furnished/unfurnished accommodation must meet the following requirements: -
 - have suitable Buildings and Contents Insurance
 - be registered with the Local Authority (from March 2006 as per part 8 of the Anti-Social Behaviour etc. (Scotland) Act 2004)

- ensure that the property complies with any safety legislation including fitting of smoke detectors, gas and electric safety legislation and provide the tenant a copy of any relevant safety certificates prior to the commencement of the tenancy
 - provide tenants with a lease and a copy of the signed lease agreement is sent to the Council
 - a Schedule of Condition, and a signed inventory is sent to the Council
 - confirm details of the deposit
 - provided details of the property size to ensure it meets the tenants' needs
 - ensure rent levels are within the local housing allowance
 - provide the tenant with a rent book or receipts.
- 5.0 On receipt of a request for a Rent Deposit Guarantee the Options staff will liaise with Landlord who wishes to register with the Rent Deposit Guarantee Scheme for the provision of rented accommodation. Requests for a Rent Deposit Guarantee will usually be processed within 5 working days. Aberdeenshire Council does not make any recommendation of the suitability of a tenant.
- 6.0 Liaise with landlord and prospective tenant, if necessary, to confirm inventory and signing of lease
- 7.0 The Council will write to the landlord confirming the amount of deposit guarantee, date of provision and contact details of options staff if they wish to make a claim.

Making a Claim

- 8.0 Landlords can make a claim against the value of the guarantee for: -
- any loss or damage to the property or furnishings, (excluding fair wear and tear, and not including communal areas) caused by the tenant
 - unpaid rent arrears related to the current tenancy up to the value of one month (up to the value of LHA depending on what was guaranteed). The landlord must provide copies of receipts for all rental payments and supply evidence to show non payment of rent.
- 9.0 Any payments under the scheme will be subject to verification of the claim.
- 10.0 On receipt of a claim against the guarantee the housing options staff will discuss with the Landlord the circumstances and any damages which is being claimed against the guarantee. If the claim is supported the landlord will be asked to raise and submit an invoice for the amount of the agreed loss subject to the maximum level of the guarantee provided.

11.0 Landlords cannot make a claim against the value of the guarantee for

- Unpaid utility bills
- Court fees
- Damage to communal areas
- Normal wear and tear

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