

Rent Deposit Loan Scheme

**Information for
Private Landlords &
Letting Agents**

- What is the scheme?

The Rent Deposit Loan Scheme (RDLS) is a tool to assist any eligible single person, couple or family with the initial funds required to secure accommodation in the private rented sector. Clients are eligible for either the first months rent in advance, the deposit/bond only or combination of both. RDLS does not cover any initial administration/application or referencing fees.

- How does it work?

The client has to have a housing options interview in person either at the council offices in Andover or Romsey. The Housing Options officer establishes if they are eligible and what part of the scheme they are eligible for. Only a Housing Options officer can decide if a person is eligible.

- How long does the RDLS application take to be administered?

This process takes a minimum of two weeks to administer once all the requested information and identification has been provided by the clients. We endeavour to complete the application as soon as possible.

It is important to note that if the client moves in to the property prior to their application being passed to the Senior Housing Options officer to verify and then the Head of Service to authorise, they are **no longer** eligible for the RDLS and funds will not be administered.

- What is required from a landlord/letting agent for the RDLS process?

We ask that the landlord/letting agent complete and sign 'Form A' that is provided to the tenant. This gives us more information on the property and confirms which tenancy deposit protection scheme being used.

Once the tenancy has commenced, we would like a copy of the tenancy agreement, inventory and a copy of the deposit registration certificate.

- Who's name should be registered for the deposit?

Where possible, Test Valley Borough Council should be registered as the 'interested/relevant' party when securing the deposit in the appropriate scheme. This ensures we receive the deposit release information for the end of the tenancy and can deal with any deductions swiftly and promptly on behalf of the landlord/letting agent.

- Is the landlord/letting agent liable to pay any money back?

We ask that any deposit monies are refunded directly back to Test Valley Borough Council when the tenant vacates the property. Please **do not** return the deposit back to the tenant under any circumstances. (unless the client has paid the deposit themselves and not via Test Valley Borough Council)

- What are the tenants' obligations?

The tenants have signed a legal contract with Test Valley Borough Council regarding the repayment of the loan. The clients are liable to repay Test Valley Borough Council the loan back in full and strong legal consequences are administered in the event of non payment. There are **no** consequences on the landlord in the event the tenants default on repayment to Test Valley Borough Council. We just ask that the landlord/letting agent return the deposit back to Test Valley Borough Council if/when the tenants move out of the property.

- Is there any other information the landlord/letting agent should provide?

We will contact the landlord/letting agent throughout the tenants occupancy to ensure the tenancy is being conducted in a satisfactory manner and if the agreement has been renewed for a further term or if the tenancy is due to end.

We ask that the landlord/letting agent inform us immediately in the event the tenant is in breach of their tenancy and we will make contact and liaise appropriately to try and resolve any issue in explaining the serious consequences of their actions. If either party serve notice to end the Tenancy, we would be grateful if you could inform us as soon as possible.

- How successful has the scheme been?

The Rent Deposit Loan Scheme has been a very successful scheme in assisting single people, couples and families secure privately rented accommodation in the Test Valley Borough. In the last 5 years alone, we have assisted over 500 families to find accommodation in the private rented sector

We could not do this without the ongoing support and assistance from the private landlords and letting agents.

- Any further questions or enquiries?

Please contact the Housing Service at Test Valley Borough Council:

Andover

01264 368611

Beech Hurst
Weyhill Road
Andover
SP10 3AJ

Romsey

01794 527773

Former Magistrates' Court
Church Street
Romsey
SO51 8AQ

Email: rentdepositteam@testvalley.gov.uk

Test Valley
Borough Council



