

Tenant Finder Service & Rent Deposit scheme

Landlord's Guide

Updated August 2018



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

WHAT DOES THE SCHEME OFFER LANDLORDS?

- Tenant finder service with no fees and no need to advertise!
- Advice and assistance on the rights and responsibilities of both tenants and landlords
- Advice on what is a reasonable rent to charge
- Advice on tenancy agreements and notices
- Advice on the benefits system

WHAT WE NEED FROM YOU

We will need to know details about the property, such as:

- Full address
- Property type
- Number of bedrooms
- Whether furnished / unfurnished
- Rental cost
- Upfront costs for any rent in advance and deposit required
- Whether you allow smoking and pets.

We will need a copy of the following documentation

- Valid Energy Performance Certificate
- Valid Landlord's Gas Safety Certificate (if applicable)
- Once the tenancy has been agreed -Tenancy Agreement

We will also need to be satisfied that you intend to offer an Assured Shorthold Tenancy of at least 6 months, with the option to renew if the tenancy is well maintained.

WHAT WE DO

We have a list of prospective tenants seeking private rental properties in South Kesteven. We will check that your property is affordable for the prospective tenant before putting them forward to you. We are not able to give personal recommendations - the Council is only introducing a prospective tenant to you. Landlords should carry out their own checks as to the suitability of the tenant. If all parties are happy for the tenancy to go ahead, SKDC will prepare a Rent Deposit Scheme agreement which all parties will need to sign.

SKDC will send a BACS payment to you, the landlord, for the rent in advance.

We provide a non-cash deposit, 'paper bond', to the landlord to guarantee payment for approved costs which may arise at the end of the tenancy. This amount is equal to one month's rent and the bond will last for the life of the tenancy.

ONGOING ADVICE

We will have contact with both the landlord and prospective tenant whilst processing the scheme. Whilst our service is purely to find suitable properties for people and suitable tenants for landlords, we are happy to give advice during the tenancy.

RENT ARREARS

If a tenant is in receipt of Housing Benefit and has rent arrears of 8 weeks or more, you can contact Housing Benefit on 01476 406080 to ask for direct payments.

If a tenant is in receipt of Universal Credit and has rent arrears of 2 months or more, you can contact Universal Credit on 0800 328 5644 to ask for direct payments. (If arrears currently stand at 1 month, you can ask them to consider a request for direct payments.)

What if you need to make a claim against the bond after a tenant has left?

At the end of the tenancy you may make a claim against the bond should there be any rent arrears or damage, beyond normal wear and tear, caused by the tenant during the letting up to the amount of the bond. Please note – supporting evidence will be required. If you wish to make a claim against the bond, you will need to contact us before any work is carried out, as we may wish to inspect the property.

INTERESTED?

If you are interested in working with us on the scheme, or if you would like to find out more, please contact the Housing Strategy and Needs team.

T: 01476 40 60 80

E: housingadvice@southkesteven.gov.uk

W: www.southkesteven.gov.uk

or alternatively you can visit us at our offices at the Council Offices, St Peter's Hill, Grantham, Lincolnshire NG31 6PZ.

ALTERNATIVE FORMATS AND LANGUAGES

South Kesteven has a rich and diverse culture - a community made up of people from different cultures, with differing backgrounds, beliefs or experiences. This diversity is one of the things that make South Kesteven such a great place to live and work.

To ensure all residents of South Kesteven have access to our information material, our information is available in a range of different languages and formats, including large print, Braille, audio tape and computer disc.

To request a document in a specific language or format, you can ring us or email us on: 01476 40 60 80 - communications@southkesteven.gov.uk

Large print, Braille, audio tape or computer disc

This information can be made available in large print, Braille, on audio tape or computer disc. If you, or someone you know, might benefit from this service, please contact us.

Latviski / Latvian

Šo informāciju var iegūt arī latviešu valodā. Ja Jums vai kādai no Jūsu paziņai šādi pakalpojumi nāktu par labu, lūdzu kontaktēties mūs.

Lietuviškai / Lithuanian

Šią informaciją galite gauti lietuvių kalba. Prašome kreiptis į mus, jei jums arba jūsų pažįstamiems ši paslauga galėtų būti naudinga.

Polski / Polish

Informacja ta może być dostępna w języku polskim. Jeżeli Państwo albo ktoś kogo Państwo znają, może z tej usługi skorzystać, proszę nas kontaktować.

Português / Portuguese

Esta informação pode ser disponibilizada em português. Se você, ou alguém que conhecer, beneficiar com este serviço, por favor contacte-nos.

繁体中文 / Cantonese

本資料有繁体中文版，若你本人或你認識的甚麼人會受益於此版本，敬請聯絡我們。