

# Tenancy Bond Scheme

How it works for landlords

*Working with you,  
to let your property*



*The Tenancy Bond Scheme is perfect for home owners and landlords who are considering letting a property in East Hampshire.*

*This leaflet explains how the scheme works, the benefits and what help is available to them. It also highlights the landlord's responsibilities throughout the tenancy.*



*The Tenancy Bond Scheme is managed by East Hampshire District Council and is intended to help 'priority need' applicants to secure private rented accommodation. Particularly those that are homeless or are threatened with homelessness and who cannot afford the deposit needed.*

*The bond is a legally binding agreement that is given to the landlord in place of a deposit.*

### **What is a Tenancy Bond?**

The Tenancy Bond Scheme is an alternative to the tenant deposit scheme. The bond (also known as the Bond Guarantee) is a written agreement between the landlord, the applicant and East Hampshire District Council, in which, at the end of a tenancy, the council will be financially responsible for any losses through rent arrears, or costs of damage to the property, caused by the applicant during the tenancy, up to an agreed amount within the bond.

## *Advantages to landlords that take part in the scheme*

- *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*
- *reduced advertising costs – we have a list of households requiring tenancies, and can set landlords up with potential tenants*
- *advice on the benefits system*
- *a fast-track housing benefit system*
- *support available by use of a hotline directly to Housing Needs*



## How does the scheme work?

Applicants who are eligible for the Tenancy Bond Scheme will be advised to look for a property, with the help of their Housing Options Officer, through local landlords and letting agents.

Applicants will also be encouraged to check the local press and the internet for details of any suitable property in the surrounding areas.

When a suitable property has been found and the landlord has agreed to accept the applicant as a tenant, the landlord will need to contact the Accommodation Liaison Officer to assess the terms of the scheme and to make sure they are aware of how the bond works.

**The applicant will have their income and expenditure assessed by the Housing Benefit Team. The tenancy will only be approved if the property is deemed affordable to the applicant.**

The landlord is advised to carry out reference checks on the prospective tenant to ensure their own satisfaction. Please note: East Hampshire District Council is not responsible for undertaking reference checks.

When the affordability has been approved and the landlord has carried out their own satisfactory checks we will contact the applicant to confirm that the tenancy has been agreed. The applicant can then contact the landlord/letting agent to agree a date to move into the property and make arrangements for how the rent is paid.

The Accommodation Liaison Officer remains in contact with the applicant for the duration of the tenancy to help with any issues that may arise.

At the end of the tenancy, the landlord will contact the Accommodation Liaison Officer to assess any claims or losses that may have been incurred under the terms of the tenancy agreement. It is good practice for both the tenant and the landlord to inspect the property to agree fair costs for any breakages or damage against the inventory.

**We recommend that photographic evidence should be taken and held to demonstrate the condition of the property at the beginning and end of the tenancy.**

## What are the benefits?

- A guaranteed legal agreement (up to a pre-agreed amount) between the landlord, applicant and the council at the start of the tenancy ensuring that any losses accrued through the tenancy will be honoured fairly and timely. All three parties are required to sign the Tenancy Bond Agreement at the start of the tenancy.
- By accepting the bond in place of a cash deposit the landlord will not have to place the deposit in a Deposit Protection Scheme.
- Prompt Housing Benefit assessments - Housing Benefit payments may be able to be made directly to the Landlord every four weeks.
- Support from the council throughout the duration of the tenancy for both the tenant and the landlord on any issues that may arise.

## *Good reasons to join the scheme*

- *No charge or introduction fee*
- *Get market value - Guidance on rent setting by the local housing allowance (LHA) before the tenancy commences*
- *Tenant finding service - to let properties quickly*
- *Guaranteed recoup of costs against damage and/or loss of rent up to an agreed amount*
- *Contact and support for landlords*
- *Liaison with Housing Benefits on behalf of landlords\**
- *Bond scheme is 'cashless' so there is no need to be registered in a rent deposit protection scheme*

*\* requires written consent from the tenant*



## Landlord's responsibilities

Landlords must obtain a gas safety certificate every year by a registered Gas Safe engineer.

A copy of the gas safety certificate should be given to the tenant and the Housing Team.

Landlords have to supply an energy performance certificate.

At the start of the tenancy a landlord should supply the applicant with a copy of the inventory and a signed tenancy agreement.

## At the end of a tenancy

In the event of a claim, the landlord will need to supply a breakdown of costs. Receipts should be submitted in support of each part of the claim. Quotations for work must be approved by the Accommodation Liaison Officer before any work is carried out.

All claims must be submitted to the Council within 14 days of the end of the tenancy, including supporting estimates/invoices.

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## More information

If you would like to find out more about the Tenancy Bond Scheme or you would like to rent your property to be used in conjunction with the scheme, please contact **Housing Options Team or Accommodation Liaison Officer on 01730 234314 or email [amelia.mahler@easthants.gov.uk](mailto:amelia.mahler@easthants.gov.uk)**

**East  
Hampshire**  
DISTRICT COUNCIL

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*East Hampshire District Council is keen to work with as many landlords and letting agents as possible, in the local area.*

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