

# Tenancy Bond Scheme – A guide for tenants

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

- The Tenancy Bond is an alternative to a deposit.
- Instead of giving a landlord money for a deposit, you will sign an agreement with East Hampshire District Council and the landlord or letting agent.
- The bond will not cover letting agent fees or rent in advance.

## ***How do I find a property?***

- Through a lettings agent, or sometimes we have details of available properties with landlords.
- You should be actively looking for rented properties yourself.
- If you find one, let the landlord or agent know about the bond scheme. If they have any queries the Accommodation Liaison Officer can discuss the scheme with them.

## ***What sort of property can I look for?***

- You will need to find a property that is suitable for your family and that you can afford.
- You can speak to Housing Benefit team. They can give you an idea of how much housing benefit they will pay.
- A bond will not be given for a property that is too expensive, or too large for your needs.
- If the property is not let through a lettings agency it will need to be inspected by Private Sector Housing to ensure it meets required standards.



### ***What do I do if I find a property?***

- Contact the Housing Advisory Officer as soon as you find a suitable property.
- The Accommodation Liaison Officer will contact the landlord or letting agent and will draw up the relevant paperwork.
- You will be asked to sign the Bond Agreement and obtain the landlord or letting agents signature.
- The landlord will need to provide a copy of a current gas safety certificate carried out by a gas safe engineer before the bond can be issued.
- You must not sign a tenancy agreement or move into the property until the relevant bond paperwork has been signed by all parties.

### ***What happens after I move in?***

- If you have any difficulties that you cannot resolve with your landlord or letting agent, you can contact the Accommodation Liaison Officer for advice.

### ***What happens when I move out?***

- If you intend to leave the property, you must contact the Accommodation Liaison Officer and give a forwarding address.
- If any money is owed at the end of the tenancy East Hampshire District Council will pay the landlord up-to the amount of the bond.
- You are responsible for paying East Hampshire District Council back any money paid to the landlord.
- Your Hampshire Home Choice application will be suspended and you will NOT be offered a property until the debt is cleared, or a repayment plan has been agreed and you have made regular payments for six months.



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