



North Lanarkshire Rent Deposit Guarantee Scheme

What is the Rent Deposit Guarantee Scheme?

North Lanarkshire Rent Deposit Guarantee Scheme (or RDG scheme) provides a 'guarantee' to a private landlord instead of a tenant providing a cash deposit immediately.

The guarantee is to assist people who want to live in the private rented sector but who are unable to raise the cash deposit themselves. The RDG scheme is managed by North Lanarkshire Council.

Who can access the RDG Scheme?

The RDG scheme is open to:

- Applicants seeking accommodation in North Lanarkshire
- aged 16 years and over who have a level of housing need
- Are on a low income and therefore unable to raise the deposit on their own;

How do I apply for the RDG scheme?

All applicants will be interviewed by a Housing Adviser from North Lanarkshire Council's Housing and Social Work Services. You will be asked a number of questions so that the Housing Adviser can establish if there is a need to access the RDG scheme or if there are more suitable housing options available to you.

How do I find a suitable property?

You will need to search in local newspapers or the internet for property to rent or contact local letting agents who will be able to assist. Once you have found a property, you will need to ask the landlord if they would be willing to accept a rent deposit guarantee instead of the actual rent deposit being paid up front. You can use this leaflet to help you explain the scheme to the landlord.

How much is the Rent Deposit Guarantee?

The deposit is equal in value to one month's rent. If you claim housing benefit, then the deposit will be set at the Local Housing Allowance Rate per bedroom you need up to a four bedroom property and a maximum limit of £750.

How long does the RDG Scheme last for?

The rent deposit guarantee will last for 6 months. This can be renewed for a further 6 months depending on the circumstances and with agreement from both you as the tenant and the landlord.

What is covered by the RDG Scheme?

The rent deposit will only be paid out if you leave without giving four weeks notice or property damage has occurred and is not covered by insurance. Any claim is limited to the value of the deposit guarantee.

What happens at the beginning of the tenancy?

You and your landlord will be asked to attend a joint viewing at the property with a member of staff from the local housing office. This viewing is to ensure that the property meets the required standards and that the inventory is accurate.

Photographs will be taken to confirm the property and furnishings condition. You and your landlord will then be able to complete the relevant paperwork and you can sign the missive.

If you need help to pay your rent, you must bring proof of all your income to the local housing office prior to finalising the RDG paperwork. A Housing Advisor will assist you to complete a Housing Benefit claim form and will forward the form and proof of your income to the Private Sector Benefits Section.

What happens during the 6 month period of the Rent Deposit Guarantee?

During the term of the deposit guarantee, a Housing Advisor will support you as the tenant and assist you to save the deposit. This can then be given to the landlord to enable you to continue to live in the property without the need of the RDG scheme.

Additional support is available to help you if you need it, but the Housing Advisor will visit you a minimum of three times during the six month term of your tenancy. The first visit will take place in the first few weeks to ensure that you have settled in. The Housing Advisor will be available to discuss any additional support you feel you may need.

What happens at the end of the Rent Deposit Guarantee?

Towards the end of the tenancy, a Housing Adviser will visit you to ensure that the property has been maintained and to discuss your future housing options with you. For example do you wish to continue to live in the property? Is the landlord in agreement? Do you have the funds to pay the full deposit to the landlord?

On the day the tenancy is due to end, you and your landlord will need to review the previously agreed inventory to establish the condition of the property, goods and furniture. Any claim on the guarantee will be investigated by the local housing team and must be proved. Any claim approved will be paid directly to the landlord.

What responsibilities do I have as a tenant?

All tenants subject to the RDG scheme must:

- adhere to all the conditions of the tenancy agreement
- make regular payments towards saving a deposit of your own
- keep housing staff informed of any changes in circumstances

What are the responsibilities of landlords?

Any landlord who wishes to access the scheme must agree to abide by the rules set down by North Lanarkshire Council. Landlords must also:

- be registered as a private landlord and have registered the property being discussed for the RDG scheme;
- agree to accept the Rent Deposit Guarantee in lieu of an upfront deposit from the tenant;
- agree and sign a Landlord Agreement form that ensures the property meets the repairing standard and all health and safety conditions are met prior to any deposit being agreed;
- agree an inventory with the tenant and the local housing team prior to the final paperwork being signed off and will include photographs to support the standard of accommodation, goods and furniture;
- have adequate property insurance in place to protect against damage;

How can I find out more about the North Lanarkshire RDG scheme?

You can find out more information about the scheme by contacting your local housing office. Contact details are listed on the next page of this leaflet.

Your Local Participating Housing Offices

Airdrie First Stop Shop

10 Bank Street
Airdrie;
ML6 6AF
Tel: 01236 758035

Bellshill First Stop Shop

26 Motherwell Road
Bellshill;
ML4 1RE
Tel: 01698 332340

Coatbridge First Stop Shop

The Buchanan Centre
126 Main Street
Coatbridge, ML5 3BJ
Tel: 01236 812561

Cumbernauld First Stop Shop

2/4 Forth Walk
Cumbernauld
G67 1BT
Tel: 01236 618161

Kilsyth First Stop Shop

Parkfoot Street
Kilsyth
G65 9AA
Tel: 01236 828120

Motherwell First Stop Shop

69 - 71 Merry Street
Motherwell
ML1 1JJ
Tel: 01698 332233

Moodiesburn First Stop Shop

Blackwoods Crescent
Moodiesburn
G69 0EZ
Tel: 01236 638888

Shotts First Stop Shop

162 Station Road
Shotts
ML7 4AW
Tel: 01501 824747

Viewpark First Stop Shop

135 Burnhead Street
Viewpark
G71 5DD
Tel: 01698 403700

Wishaw First Stop Shop

236 Main Street
Wishaw
ML2 7ND
Tel: 01698 403573

I am interested in the Rent Deposit Guarantee Scheme and am completing the basic information requested below:

Name: _____

Tel: _____

Email: _____

Current Address: _____

Landlord Name: _____

Tel: _____

Email: _____

Landlord Registration Number: _____

Property Address: _____

Please return this slip to your local housing office. They will be in touch with you to progress your application as soon as possible.

NOTES

This information can be made available in a range of languages and formats, including large print, Braille, audio, electronic and accessible formats.

如果你需要用其他语言或者其他格式表示这些信息，请与我们联系以便讨论你的要求。

Jeżeli potrzebujesz tą informację w innym języku lub formacie, proszę, skontaktuj się z nami, żeby przedyskutować Twoją potrzebę.

اگر آپ کو دوسری زبان میں یہ معلومات درکار ہو تو براہ مہربانی ہم سے مندرجہ ذیل پتہ پر رابطہ کریں

North Lanarkshire Council
Housing and Social Works Services
Development Section
4th Floor, Dalziel Building
7 Scott Street
Motherwell ML1 1SX
t. 01698 274139
e. housingHQ@northlan.gov.uk
www.northlanarkshire.gov.uk

