

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

To make a request, please contact Corporate Communications at: corporatecommunications@northlan.gov.uk

'S urrainn dhuinn an sgrìobhaidh seo a chur ann an diofar chànanan agus chruthan, a' gabhail a-steach clò mòr, braille, cruth claisneachd agus cruthan dealanach agus ruigsinneach.

Gus iarrtas a dhèanamh, cuir fios gu Conaltradh Corporra aig: corporatecommunications@northlan.gov.uk

Niniejszy dokument można otrzymać w wielu różnych językach i formatach, w tym również dużym drukiem, alfabetem Braille'a, w wersji dźwiękowej, elektronicznej i w innych dostępnych formatach.

Prośby należy składać na ręce zespołu ds. komunikacji drogą elektroniczną na adres: corporatecommunications@northlan.gov.uk

此文件可以多种不同语言和格式提供,包括大字体、点字、音频、电子和易读格式。

如想提出要求,请联系企业传讯部: corporatecommunications@northlan.gov.uk

اس دستاویز کو مختلف زبانوں اور صورتوں بشمول بڑے حروف، آڈیو، ایلیٹرانک اور چٹل رسائی صورتوں میں فراہم کیا جاسکتا ہے۔ براہ کرم درخواست کے لیے کارپورٹ کمیونیکیشنز سے اس پر رابطہ فرمائیں:

corporatecommunications@northlan.gov.uk

Points of Contact

To discuss the Rent Deposit Guarantee Scheme in more detail, please contact your local Housing Office Allocations Team to speak to one of our trained advisors

Local Housing Offices:

Airdrie Housing Office

Airdrie Business Centre
1st Floor
1 Chapel Lane
Airdrie ML6 6GX
airdrie-cumbernauldhousing@northlan.gov.uk
01236 758035

Bellshill Housing Office

26 Motherwell Road
Bellshill ML4 1RE
MotherwellandBellshillHousing@northlan.gov.uk
01236 758035

Coatbridge Housing Office

Buchanan Centre
126 Main Street
Coatbridge ML5 3BJ
CKHousing@northlan.gov.uk
01236 812530

Cumbernauld Housing Office

Fleming House
2 Tryst Road
Cumbernauld G67 1JW
airdrie-cumbernauldhousing@northlan.gov.uk
01236 632726

Kilsyth Housing Office

Parkfoot Street
Kilsyth G65 9AA
CKhousing@northlan.gov.uk
01236 828120

Moodiesburn Housing Office

Blackwoods Crescent
Moodiesburn G69 0EN
CKHousing@northlan.gov.uk
01236 812530/828120

Motherwell Housing Office

7 Scott Street
Dalziel Building
Motherwell ML1 1SX
MotherwellandBellshillHousing@northlan.gov.uk
01698 274135

Shotts Housing Office

162-164 Station Road
Shotts ML7 4AW
Shottshousing@northlan.gov.uk
01501 824747

Viewpark Housing Office

135 Burnhead Street
Viewpark G71 5DD
MotherwellandBellshillHousing@northlan.gov.uk
01698 403700

Wishaw Housing Office

Houldsworth Centre
Kenilworth Avenue
Wishaw ML27LP
Wishawhousing@northlan.gov.uk
01698 302920

Other help available

Emergency Out of Hours	
Support Service	0800 953 2424
Benefits Team / Council Tax	01698 403210/11
Department of Works and Pensions	0345 606 0265
Tackling Poverty Team (Welfare Rights)	01698 332551
Scottish Welfare Fund	0300 555 0405
Citizens Advice Scotland	0800 028 1456
Shelter Scotland	0808 800 4444

'Private Residential Tenancy' Information for Landlords and Tenants is available at:

<https://www.northlanarkshire.gov.uk/housing/private-housing/private-residential-tenancy>



RENT DEPOSIT GUARANTEE SCHEME

Information for Applicants and Landlords



Produced by

NORTH LANARKSHIRE COUNCIL

Business Development & Support

Enterprise and Communities

3rd Floor, Civic Centre

Windmillhill Street

Motherwell ML1 1AB

e. BusinessDevelopment&Support@northlan.gov.uk

NORTHLANARKSHIRE.GOV.UK

CC_2022_00412

LIVE HERE

Purpose of the Rent Deposit Guarantee Scheme

The Rent Deposit Guarantee Scheme (RDGS) is available to anyone who has a level of housing need and wants to live in the private rented sector but may not have immediate access to funds for a deposit. The RDGS offers applicants a degree of flexibility in the choice of area and type of property that best meets their needs.

The RDGS allows North Lanarkshire Council to work in partnership with Landlords to meet the demand for housing. It promotes housing options and establishes good working relations and builds confidence of landlords.

What we offer

- North Lanarkshire Council will guarantee the initial deposit equivalent to one month's rent (up to a maximum of the Local Housing Allowance (LHA) rate applicable to the household).
- Provide help to applicants on sourcing a private sector tenancy.
- Streamlined application process with access to trained staff to help with income maximisation, budget management, and assist with tenancy related issues.
- Help the Tenant and Landlord with lease agreements, inventory and rights and responsibilities.
- Provide an allocated Housing Support worker for the initial period of the tenancy, where required.
- Assist the tenant to set up utilities and ensure any benefit entitlement is in place.
- Conduct financial health checks to ensure tenant's income is maximised and help to apply for benefits.
- Provide points of contact to both the Tenant and Landlord for tenancy related issues.



Eligibility

The RDGS is available to:

- Applicants seeking accommodation in North Lanarkshire aged 16 years and over who have a level of housing need.
- Applicants that have completed a recent Housing Options interview.
- Applicants that are able to meet the monthly rent costs.
- Applicants who are unable to raise the deposit on their own.

What the Scheme will cover

- Unpaid rent up to the value of one month up to maximum of LHA.
- Any damage to inside the property subject to supporting evidence up to the value of the deposit guaranteed.

What the Scheme will not cover

- Unpaid utility bills.
- Court fees.
- Damage to communal areas.
- Normal wear and tear.

What are the Benefits of a Rent Deposit Scheme?

For Landlords

- Applicant sustainability checks.
- Deposit guaranteed for duration of tenancy.
- Access to a range of housing advice/support services.

For Tenants

- Help and assistance to access a tenancy in the private sector where applicant has limited or no funds to pay the deposit.
- Enables applicants to access increased housing options.
- Access quality affordable accommodation in the private sector in an area of their choice.
- Access to Housing Support, and housing advice to enable them to settle into their new home and sustain the tenancy.

Application Process

- All applicants are required to undertake a Housing Options interview.
- Once you have identified a suitable property, please contact your local housing office to speak to a Housing Advisor who will check your circumstances are up to date and take the details of the landlord and property to begin the application process.
- We will ensure this is an affordable option for you and complete financial assessment to ensure your income is fully maximised.
- Once the eligibility checks are complete, you will be advised of the outcome of the application and the next steps will be discussed.
- Your Housing Advisor will liaise with the landlord to check all the relevant paperwork is in place with the Landlord (tenancy agreement/tenant information pack, guarantee of deposit, etc), and all gas and electric checks are up to date.

- The Housing Advisor will arrange an appointment with the landlord and prospective tenant, to confirm inventory and signing of lease.
- The Housing Advisor will assist with setting up utilities, applying for benefits where required and ensure deposit in place for the commencement of the tenancy.

Landlord Requirements

- Landlords should be registered with Landlord Registration Scheme and comply with the full responsibilities of the scheme.
- Agree and sign a Landlord Agreement form confirming acceptance of the Rent Deposit Guarantee in lieu of an upfront deposit from the tenant.
- Agree an inventory with the housing staff and tenant prior to the final paperwork being signed off and include photographs to support the standard of accommodation, goods, and furniture.
- Keep a record of rent payments.
- Comply with safety requirements in relation to Gas, Electrical, Carbon Monoxide, checks etc.
- Ensure property complies with repairing standard.
- Notify the Housing Team if notice served or any other issues that may lead to the loss of tenancy.
- Have adequate property insurance in place to protect against damage.

Applicant Requirements

- Do not commit to a tenancy until the Rent Deposit Guarantee Application has been approved by North Lanarkshire Council.
- Complete a financial assessment and if necessary, provide proof of income.
- Engage fully with relevant Housing staff.
- Adhere to all the conditions of the tenancy agreement.
- Report to housing staff, any changes in circumstances including intention to end lease agreement.