

Advantages of working with Housing Options

- There will be no initial requirement to lodge the bond with a deposit scheme
- Access to many potential tenants via Arun District Council
- Free advertising of your properties
- Property details available via Arun District Council's website
www.arun.gov.uk
- Free impartial advice
- Intervention from officers if tenancy is at risk due to local housing issue or arrears.

How to make a claim

Should you need to make a claim against the bond, we would request that three quotes and accompanying explanatory letter be emailed to bondclaim@arun.gov.uk for the attention of the Housing Liaison Officer within seven days of the tenancy coming to an end, or within seven days of the landlord discovering that the tenant has left the property or Arun District Council notifying the landlord that the tenant has vacated the property.

We would then write to the tenant with a copy of your letter and ask that they add their own comments and then return it to us within the next 7 days, we will advise you once we have written to the tenant.

If after the seven day time scale we have not received comments from the tenant and we are satisfied from the evidence that the claim is valid, we will contact the landlord to advise them of payment and to seek bank details for bacs transfer.

Should comments be received from the tenant, we will give consideration to all parties and make a decision based on the evidence supplied. In the event of a dispute the case will be referred to the director of resources who shall act as arbitrator.

If you require further information please contact Housing Liaison Officer 01903 737635.



www.arun.gov.uk

Email: housing.options@arun.gov.uk

Housing Options
Arun District Council
Arun Civic Centre
Maltravers Road
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A Landlord's Guide to Arun District Council's

Deposit Bond Scheme



What is a Deposit Bond?

Landlords and lettings agents often require a deposit to cover damage and any rent arrears outstanding at the end of a tenancy.

At Arun District Council we operate a bond scheme where by, instead of a sum of money being advanced in the form of a security deposit, we can provide a landlord or agent with a legal document called a bond. This will guarantee a sum of money to landlords should you need to claim when a tenant leaves at the end of a tenancy.

The bond will be provided before a tenancy commences and we will require a copy of the property inventory preferably with photographic evidence of the properties condition, and a copy of the tenancy agreement for our records.

The advantage of the bond scheme for landlords is that it will remove the necessity of registration of security deposits with a government approved scheme and the possible intervention of a third party arbitration panel, should there be a dispute at the end of the tenancy which may find in favour of the tenant.

Who qualifies for deposit bond assistance?

In order to qualify applicants need to be threatened with homelessness and have a local connection with Arun District Council.

They must also meet our other qualifying criteria. They must be unable to meet the costs of a security deposit from their own funds. We shall ask for proof of income, savings and identity.

Although the council will guarantee an agreed amount for the deposit bond we shall ask the tenant to sign a payment agreement, this money will go into an account and be used towards any claim made by the landlord, with the council making up the difference up to the agreed set amount.

Once the tenant has saved to the value of the bond, all funds will be transferred to the landlord.

Please note we are unable to issue a retrospective bond - if the tenancy has commenced no bond will be issued.

In order that we will approve the Deposit Bond, we would ask the Landlord to agree to the following:

- The council will usually require a minimum tenancy period of six months on the property.
- The council require a signed copy of the inventory and copy of the essential details from the tenancy agreement for their records.
- To ensure buildings insurance is in place.
- To keep an accurate record of rent received in respect of the tenancy, both by way of direct payments of housing benefit and payments by the tenants and to issue receipts for the latter.
- To keep Arun District Council informed of potential problems, in particular, rent arrears where we may be able to assist by mediating with housing benefit and therefore potentially sustain a tenancy, where it otherwise may fail.
- To adhere to the terms of the bond agreement.