

Housing Solutions Support Scheme – Landlord and tenant fact sheet

Scheme overview

The Housing Solutions Team act as a front line service for all clients seeking housing solutions advice and may consider the Housing Solutions Support Scheme as an option to resolve housing need, if the conditions of the scheme are met.

If the client is homeless or threatened with homelessness, as defined by the Homeless Reduction Act 2017, and does not have the financial resources to pay a bond and/or rent in advance, then consideration of an application for the Housing Solutions Support Scheme will be given.

Eligibility

We have an eligibility criteria which will determine who qualifies for the scheme. You must have a local connection to be able to apply for the scheme and during the application process you will be assessed against our eligibility criteria.

Scheme options

✓ Funding for rent in advance and/or bond (for single and family applications):

The scheme following the application process and the property suitability being confirmed by the Private Sector Housing team will pay direct to the landlord the funds for rent in advance (up to £500) and/or bond (up to £500) on behalf of the tenant. At the end of the tenancy, if there are any funds remaining they will be returned to the tenant, not NBBC.

The tenancy provided should be an assured shorthold tenancy for a minimum of 6 months.

✓ Rent a room funding assistance:

The [scheme](#) following the application process and the property suitability being confirmed by the Private Sector Housing team will pay direct to the landlord the funds for rent in advance (up to £500) and/or bond (up to £500) on behalf of the tenant. At the end of the tenancy, if there are any funds remaining they will be returned to the tenant, not NBBC.

The [Government Rent a Room Scheme](#) lets landlords earn up to a threshold of £7,500 per year tax-free from letting out furnished accommodation in their home. This is halved if they share the income with a partner or someone else.

Under this scheme you will be classed as a lodger if:

- You rent a room in a landlord's home and share facilities such as the bathroom and kitchen with the landlord

- A landlord does not have to provide a lodger with a written contract but it is a good idea to have one in place (lodger's agreement)
 - Deposits paid by lodgers are not covered by [tenancy deposit protection rules](#)
 - Before you move in as a lodger, the landlord must ask you to prove that you have the right to live in the UK and the right to rent. The landlord is breaking the law if they do not ask for this. Right to rent checks will not apply if moved in before 1 February 2016
 - A landlord only has to give reasonable notice if they want a lodger to leave. Lodgers are excluded occupiers. This means if the landlord wants a lodger leave they only have to give reasonable notice and do not need a court order to evict
- ✓ **Funding support for landlords and tenants for interventions to create and sustain tenancies**

The scheme following the application process will pay direct to the landlord or tenant the agreed funds of up to £500 per tenancy.

This will enable Housing Solutions Officers to consider a wider range of options for the prevention of homelessness, by being able to access funds for one off payments. This is designed to assist those threatened with homelessness to remain in their existing accommodation or to secure alternative accommodation.

The maximum payment under the scheme will normally be £500 per tenancy.

Process

Your Housing Solutions Officer when assessing your options, based on the facts they have will decide if the Housing Solutions Support Scheme is a potential option for you. They will assess your circumstances against our criteria to check eligibility. If so, the application process is as follows:

- Step one: Once you have advised that you have located a suitable property and the landlord is happy to proceed you will be issued with an application form
- Step two: You will need to complete this application form and provide the evidence requested as soon as possible to prevent any delays
- Step three: Once the application form and supporting evidence is completed and returned, your Housing Solutions Officer will assess the information and ensure all scheme eligibility is met, and that the property is affordable for you
- Step four: If your application is approved, our Private Sector Housing Team will liaise with your prospective landlord to inspect the property
- Step five: When it is confirmed the property is suitable to proceed, yourself and your landlord will be issued with a letter and information explaining the funding being provided
- Step six: The funding agreed will be paid direct to your landlord on your behalf and you can move into your new home

Tenant guidance

The tenant should:

- When issued with the 'Housing Solutions Support Scheme' application form complete this as soon as possible to avoid any delays
- Provide the evidence required for your application such as:
 - proof of name and address (all parties including children)
 - details of housing need (e.g. Eviction Notice),
 - details of income (Wage slips, 3 months Bank Statements, Benefits receiving)
 - a copy of pregnancy notes if appropriate
- If your application is declined, you will be informed of the reasons why
- The government has produced some useful guides available via the links below for renting:
www.gov.uk/government/publications/how-to-rent
www.gov.uk/government/publications/how-to-rent-a-safe-home
- Adhere to the terms of your tenancy agreement
- Promptly apply for Universal Credit (if eligible)

Landlord guidance

The landlord should:

- Allow access for an inspection of the dwelling to be made by our Private Sector Housing Team prior to any funding being agreed
- Provide bank details and any identification requested in order for funding to be released direct to the landlord on behalf of the tenant
- Issue the tenant with a valid minimum of 6 months Assured Shorthold tenancy agreement
- Hold a valid building insurance certificate
- Have no current or pending convictions for harassment, illegal eviction or other formal action
- Complete a thorough written and photograph inventory
- Deposit the bond money in a government approved scheme and provide the prescribed information to the tenant within 30 days of receiving the funds
- The landlord will need to comply with all the current legislation relating to letting a property. The government has produced some useful guides available via the links below:
www.gov.uk/government/publications/how-to-rent
www.gov.uk/government/publications/how-to-let
- Inspect the property after 1 month and 3 months following occupation, and thereafter at no less than 6 month intervals
- Liaise with the Council if tenancy problems arise

Dwelling criteria

- The dwelling type must be of an appropriate size for the applicant's household
- The dwelling and furniture (if furnished) must be maintained or provided to a reasonable standard
- The property must be in reasonable decorative order
- The dwelling must be free from Category 1 and Serious Category 2 hazards as defined under the Housing Act 2004
- A current Gas Safety Certificate and Energy Performance Certificate (this rating must be 'E' or above) must be available for the Private Sector Housing Team
- Electrics and electrical appliances must be safe to use
- The property must comply with fire safety regulations. Smoke detectors must be fitted on each floor, and a Carbon Monoxide detector where there is a solid fuel burning appliance
- If the property is unsuitable, then a letter will be sent to the landlord by the Private Sector Housing Team detailing the reason why