



Private Rented Access Scheme Policy

Contents

DOCUMENT CONTROL SUMMARY	2
Change Control – Amendment History	2
INTRODUCTION	3
Applicant Eligibility Criteria	3
SCHEME PATHWAYS	5
Private Rented Liaison Officer finds Private Rented Property	5
Applicant finds Private Rented Property	6
IDENTIFYING PRIVATE RENTED LANDLORDS	7
DECENT HOMES STANDARD	8
• <u>THE PROPERTY MEETS THE CURRENT STATUTORY MINIMUM STANDARD FOR HOUSING</u>	8
• <u>THE PROPERTY IS IN A REASONABLE STATE OF REPAIR</u>	8
• <u>THE PROPERTY HAS REASONABLE MODERN FACILITIES AND SERVICES</u>	8
• <u>THE PROPERTY PROVIDES A REASONABLE DEGREE OF THERMAL COMFORT</u>	8
HOUSES IN MULTIPLE OCCUPATION (HMOS)	9
Space Standards	9
Amenities Standards	10
PRIVATE RENTED PROPERTY - OFFER AND APPLICANT ACCEPTANCE OF PROPERTY	12
PRIVATE RENTED PROPERTY – OFFER ACCEPTED OR REFUSED BY APPLICANT	13
SUPPORTED ACCOMMODATION	14
INCENTIVES FOR LANDLORDS	15
Financial (Local Authority)	15
RentGuarantor	16
Call B4 You Serve (CB4YS)	17
Vicar’s Relief Fund (VRF)	18
DWP – Local Housing Allowance Managed Payments	19
Affordability Assessments	21
Tenancy Sustainment Support	22
APPENDIX A – AGREEMENT LETTERS	23
APPENDIX B – VICAR’S RELIEF FUND REQUIRED EVIDENCE	27
Application Grant Evidence	27
Post Grant Evidence	27

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Change Control – Amendment History		
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V2	07/05/2026	Inclusion of some aspects of the Renter's Rights Act 2025

Introduction

Due to an increase in homeless cases rising in the district and the demand for temporary accommodation and social housing growing, it is vital that the council looks at schemes to promote private rented sector landlords to work with to discharge statutory homeless duties. There are increasing numbers of rough sleepers in the district and due to bed blocking in commissioned supported housing, private rented properties will help free up move-on spaces for existing rough sleepers. The Private Rented Access project will consist of a number of incentives for landlords to offer properties to the council, to match to homeless applicants. These incentives will consist of:

- Rent in advance and deposit
- RentGuarantor
- Call B4 You Serve (Mansfield)
- DWP Local Housing Allowance Payments direct to landlord (managed payments)
- Affordability assessments
- 6 months tenancy sustainment support for tenants

The council will also conduct property safety checks to ensure they are safe and secure. Any properties that do not meet the required standards, will be referred to the Private Sector Housing team within the local authority for that area, for further consideration.

Applicant Eligibility Criteria

In order for a homeless applicant to be eligible to access the scheme, they must meet the following eligibility criteria:

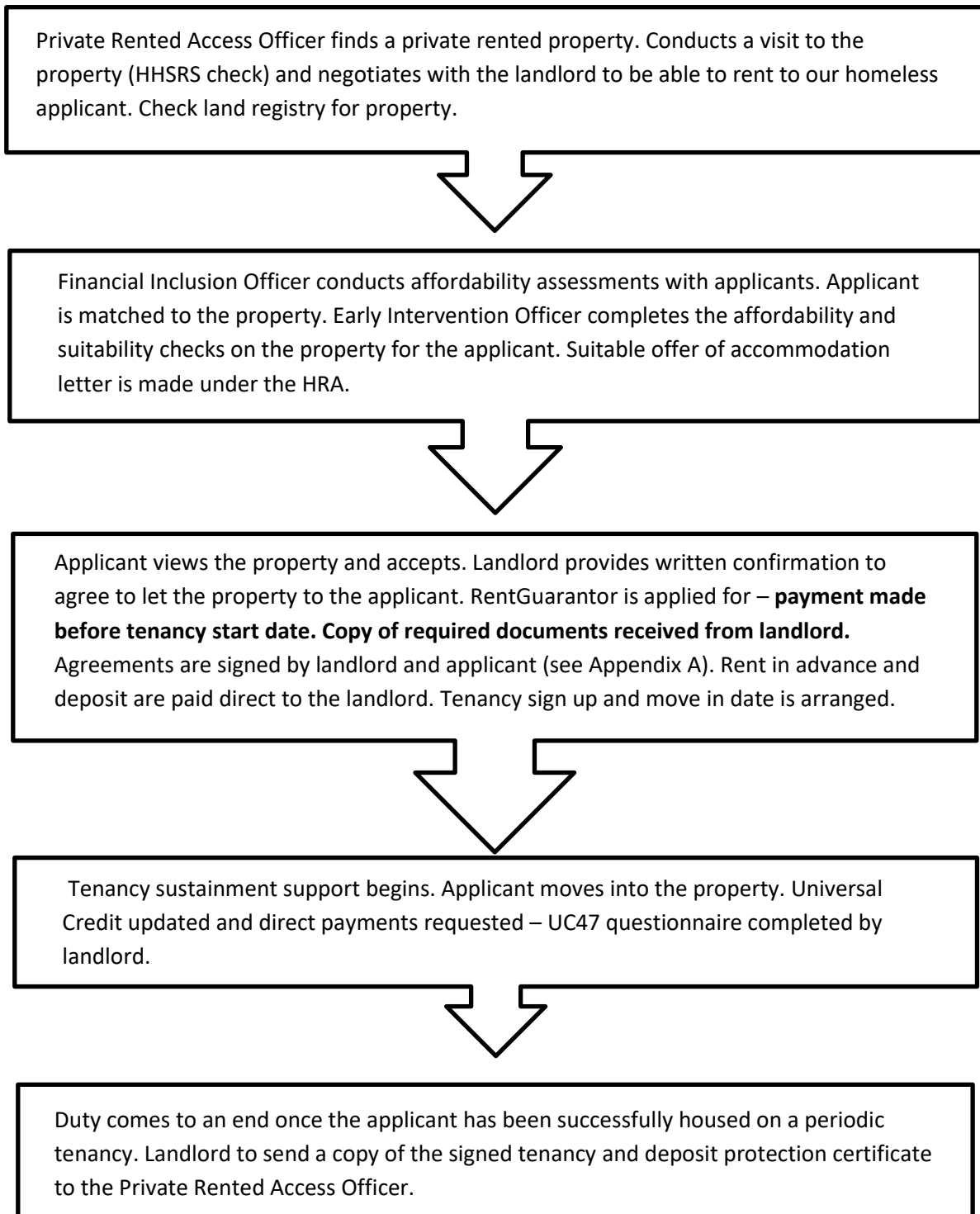
- 1) Have an open homeless case with Mansfield District Council (MDC)
 - a. Exceptions may be made for applicants whose homelessness application was recently closed
 - b. MDC will define 'recently' based on individual applications, and our support will depend on whether anything significant has changed in the applicant's circumstances
- 2) Have a duty decision made on their open homeless case
- 3) Have an affordability assessment completed by Mansfield District Council's Financial Inclusion Officers
- 4) Applicants may access the funding more than once if they approach MDC as homeless again and meet the above criteria. However, if they are found to be intentionally homeless from their previous property funded under the scheme, they will **not** be able to access the

funding again. Discretion around supplying funding for any applicant from the scheme remains with MDC.

- 5) Funding will not be provided if an applicant does not wait for the process of the scheme to be completed and we will not pay funding retrospectively if an applicant has moved in without the checks being made by the local authority.

Scheme Pathways

Private Rented Liaison Officer finds Private Rented Property



Applicant finds Private Rented Property

Homeless applicant finds a private rented property. Applicant informs Early Intervention Officer who will send the referral to the Private Rented Access Officer. Check land registry for property.

Private Rented Access Officer contacts the landlord to arrange a visit to the property (HHSRS check). Financial Inclusion Officer conducts affordability assessment, if not, they will do this ASAP.

Early Intervention Officer completes the affordability and suitability checks on the property for the applicant. Suitable offer of accommodation letter is made under the HRA. Landlord provides written confirmation to agree to let the property to the applicant.

RentGuarantor is applied for – **payment made before tenancy start date. Copy of required documents received from landlord.** Agreements are signed by landlord and applicant (see Appendix A). Rent in advance and deposit are paid direct to the landlord. Tenancy sign up and move in date is arranged.

Tenancy sustainment support begins. Applicant moves into the property. Universal Credit updated and direct payments requested – UC47 questionnaire completed by landlord.

Duty comes to an end once the applicant has been successfully housed on a periodic tenancy. Landlord to send a copy of the signed tenancy and the deposit protection certificate to the Private Rented Access Officer.

Identifying Private Rented Landlords

In order for the scheme to be successful, private rented landlords will be proactively identified in the following ways:

- Advertising
- House Auctions
- Landlord Forums
- Landlord Events ie; Call B4 U Serve events
- Social Media and MDC Website
- Private Sector Housing team within the Local Authority
- Lettings Agents
- Internet Sources ie; Open Rent, Landlords Direct
- 'To Let' signs on properties

Decent Homes Standard

For all private rented properties that are identified and offered under this scheme, a property safety check will be completed as a pre-requisite for joining. The Private Rented Access Officer will inspect the property under the Decent Homes Standard - [A decent home: definition and guidance - GOV.UK](#)

The decent homes standard requires the following:

- The property meets the current statutory minimum standard for housing
- The property is in a reasonable state of repair
- The property has reasonable modern facilities and services
- The property provides a reasonable degree of thermal comfort

Decent Homes Standard Failures

What will happen if properties fail the decent homes standard for anything other than cat 1 hazards as below?

Category 1 hazards

In order for a property to be decent, it should be free of category 1 hazards. The primary characteristic of Category 1 hazards is their threat to life and well-being. If a category 1 hazard is identified, the Private Rented Liaison Officer has a duty to report this to the local authority that the property is located in. The local authority may then take action. Category 1 hazards can range from structural issues, such as collapsing roofs, to environmental concerns like severe damp and mould growth.

Category 2 hazards

What will happen with category 2 hazards?

Whilst category 2 hazards are not as severe as category 1 hazards, they still present significant concerns what can adversely affect the health and safety of residents. Category 2 hazards could include issues such as poor lighting, minor electrical faults, or less severe dampness. Though local authorities are not legally bound to act upon a Category 2 hazard, they do possess the discretion to intervene if deemed necessary.

If the property is located in the neighbouring districts of Mansfield District, the Private Rented Liaison Officer will contact the environmental officers in that local authority, as a courtesy to inform them that the visit will be taking place.

Houses in Multiple Occupation (HMOs)

A home is a house in multiple occupation if both of the following apply:

- At least 3 tenants live there, forming more than 1 household
- They share a toilet, bathroom or kitchen facilities with other tenants

A home is a large HMO if both of the following apply:

- At least 5 tenants live there, forming more than 1 household
- They share a toilet, bathroom or kitchen facilities with other tenants

HMOs of 5 or more occupants, comprising of 2 or more households, require a licence and therefore should already be licenced by PSH before tenancies can be issued.

In 2006, regulation came into effect with regards to the Management of Houses in Multiple Occupation. This can be found here - [The Management of Houses in Multiple Occupation \(England\) Regulations 2006](#). The regulation details the actions that the landlord must take in order to manage a HMO. Any prospective landlord of a HMO should read the act in full.

It is the responsibility of the landlord to ensure that the HMOs meet the space and amenity standards required of a HMO. The DASH Landlord guide for amenities and space in HMOs can be found here - [Microsoft Word - Amenities + Space 2014](#). Not all of the standards within the document are a legal requirement within a HMO. However, the standards have been adopted by the majority of the Local Authorities within the East Midlands.

Space Standards

Bedroom requirements	1 person Room	2 person Room	3 person Room	4 person Room
Bedroom with no lounge/dining space elsewhere and cooking facilities not provided in bedroom	10 square metres	15 square metres	20 square metres	25 square metres
Bedroom with adequate lounge or dining space elsewhere & cooking facilities not provided in bedroom	8 square metres	12 square metres	17 square metres	22 square metres
Bedrooms with cooking facilities provided in the room	14 square metres	18 square metres	23 square metres	28 square metres
Kitchen Requirements	7 m ² if used by 1-5 persons			
	For over 5 persons an additional 3 m ² per person sharing the kitchen			
Dining Space requirements	2 m ² per person (for those sharing the space)			
	Any dining space (shared or for exclusive use) shall be suitable, and conveniently located (normally not more than one floor from the living unit)			

Amenities Standards

Bathroom Requirements Occupiers:	Up to 4	5	6	7 - 9	10	11 - 12	13 - 15
Shared Wash Hand Basins (with splashback)	1	2	2	3	4	4	5
Shared WCs	1	1	2	2	2	3	3
Shared Baths or Showers	1	1	2	2	2	3	3
		At least one WC should be in its own compartment (or in an additional bathroom)				At least two WCs should be in their own compartments (or in additional bathrooms)	

Kitchen requirements Item	HMOs where occupants live as a cohesive group	HMOs with more distinct units of accommodation and where occupants tend to live separately	Households within HMOs who have exclusive use of facilities
Cooker	Oven, grill and 4 ring cooker for every 5 occupants	Oven, grill and 4 ring cooker for every 3 occupants	Grill, oven and two hot rings (for a single person), or four hot rings (for a household)
Microwave	Optional - may allow extra sharing of cooking facilities at the Council's discretion		Optional - may allow extra sharing of cooking facilities at the Council's discretion
Kitchen sink	Sink and drainer with hot and cold water supply for every 5 occupants	Sink and drainer with hot and cold water supply for every 3 occupants	Sink and drainer with hot and cold water supply
Worktop	Depth - min 500mm Length - 0.5m per person for first 3 occupants plus 0.25m for each additional occupier		Depth – min 500mm Length – 1m per person
Electrical sockets over worktop	At least 4 sockets for every 5 occupants (excluding those in use for fridge, washing machine etc). Increase number proportionately for extra occupants		At least 4 sockets excluding those in use for fridges etc
Dry Food storage	Single wall unit for each occupant	Double wall unit for each occupant	Double wall or single base unit for one person (proportionately more for households)
Fridge (with freezer compartment or separate freezer)	Standard size fridge with freezer compartment for every 5 occupants	Standard size fridge with freezer compartment for each household	Standard size fridge with freezer compartment
Refuse disposal	At least one 20 litre plastic or metal refuse container for each group of 5 occupants or part thereof		
Ventilation	A mechanical extraction fan in accordance with Building Regulation requirements		A mechanical extraction fan in accordance with Building Regulation requirements

Kitchens - Notes

- Each kitchen must have a suitably sited fire blanket, and adequate provision of fire doors and fire detection.
- All kitchens shall be of such a layout and size to adequately enable those sharing to safely store, prepare and cook food.
- Shared kitchens must be suitably located, normally not more than one floor away from any living accommodation except where dining room is provided next to kitchen.
- All equipment and facilities in kitchens shall be fit for purpose.

Bathrooms - Notes

- Any person with access to an en-suite facility shall be excluded from the calculations.

Bathrooms and WCs must be of an adequate size and layout and be adequately heated and ventilated and should include

- e humidistat-controlled extraction.
- All rooms in which a WC is located shall have a wash hand basin in the same room.
- All baths, showers and wash hand basins shall be fit for purpose and have taps supplying an adequate supply of hot & cold water.
- Bathrooms and WCs must be suitably located, not more than one floor away from any living accommodation.
- In HMOs where the occupants tend to live separately there should (where reasonably practicable having regard to the age and character of the HMO, the size and layout of the unit and the existing provision of shared wash hand basins) be a sink/wash hand basin within the living units.

General

- Accommodation must have adequate means of space heating.
- Communal areas shall be fitted with appropriate fire detection and fire precaution equipment.

A HMO in any other district will only be considered if a suitable and affordable HMO cannot be located/accessed in the Mansfield district.

A property will not be offered as part of the scheme, if the landlord refuses to either; allow the safety property check to be carried out or make the necessary improvements to a property, to ensure it meets the expected modern standards, as indicated in the HHSRS. MDC reserves the right to refuse the scheme to a landlord if they or the property does not meet the standards of the project.

Private Rented Property - Offer and Applicant Acceptance of Property

In order to be able to offer a property to an applicant, it must be suitable and affordable. Early Intervention Officers will conduct the necessary checks and searches and deem if the property can be offered.

Suitability

For a property to be suitable, it must suit the needs of the household. Property size, the affordability of the property, distance from schools, medical facilities and employment are all examples of things that the Housing Solutions Team will take into account when determining whether a property is suitable or not.

Affordability

For a property to be affordable, the applicant must be able to afford to pay the rent that they would be responsible for in private rented properties. A financial assessment will be completed by MDC's Financial Inclusion Officers to determine what surplus income is available after all reasonable expenditure has been accounted for in the applicant's monthly budget. This surplus will be considered available to contribute towards the rental amount.

Once a suitable and affordability property has been found, the applicant will have the opportunity to view the property before accepting.

An offer of an Assured Tenancy can be used to end the Prevention, Relief and Main Duty. The Early Intervention Officer for the applicant will send the applicant a letter associated with their homeless application if we are using the property offer to end our duty.

These letters explain that the offer of the property is a final offer of accommodation and will be used to end Duty we have accepted to the applicant.

End of duty letters will be sent to applicants once they have signed for the tenancy.

Once the tenancy is signed, the landlord will need to provide the following documentation to the tenant:

- Signed Tenancy
- Gas Safety Certificate
- Electric Certificate
- Deposit Protection Scheme Certificate
- EPC (Energy) Certificate
- How to Rent Guide

Private Rented Property – Offer Accepted or Refused by Applicant

If a property is considered a suitable offer of accommodation and can be used to end a housing duty to an applicant, the applicant will be sent the relevant letters by their Early intervention Officer offering the property to the applicant and letters ending the housing duty on this basis once the applicant has either signed for the tenancy or refused the tenancy.

If the duty has been ended to the applicant because they have refused the offer of accommodation, the applicant will be served Notice to Quit their Interim or temporary accommodation. The notice length is at the discretion of the local authority and will depend on demand for emergency accommodation.

At the point of serving Notice to Quit the Interim or temporary accommodation, if there is a risk that a child or vulnerable adult will be at risk of rough sleeping, a MASH referral will be submitted by the Early Intervention Officer.

The property will then be offered to the next suitable applicant.

If an applicant disagrees with the decision to end the housing duty because a suitable offer has been made, they can request a review of the decisions under Section 202 of the Housing Act 1996 as amended within 21 days of being notified of the Council's decision. It is strongly recommended that the applicant accepts the accommodation offered whilst submitting a review request in case the decision goes against them and they are left homeless.

Supported Accommodation

For this scheme, there may come a time where a property has been sourced, however, there isn't a suitable applicant currently residing in temporary accommodation or currently receiving support under a Homeless Duty. Therefore, an applicant could be identified who are currently residing in supported accommodation but are ready to move onto independent living. By moving this applicant successfully into a privately rented property, the supported housing accommodation they have left, will then be accessed by an external rough sleeper who is requiring support. This will result in the successful housing of two applicants.

These applicants will still be required to have affordability assessments completed and tenancy sustainment support will also be in place for the first 6 months of the tenancy. Once a support accommodation applicant has been identified as ready to move onto their own property, a referral will be sent to the allocated Engagement and Development Officer, who will then liaise with the Private Rented Access Officer.

Incentives for Landlords

Financial (Local Authority)

As part of the scheme, the initial incentive we have for private landlords would be the financial aspect. This is an upfront payment and does not commit the local authority to ongoing payments going forward. The details below are what makes up the basis of the financial incentive.

- Deposit – a maximum sum of 5 weeks rent can be requested by the landlord as a deposit for the property for properties with an annual rent below £50,000, and a maximum sum of 6 weeks rent can be requested by the landlord as a deposit for the property for properties with an annual rent above £50,000.

The landlord must provide a copy of the certificate to show that they have placed the deposit in a deposit protection scheme.

- Rent in Advance – this will be an offer of 1 month's rent in advance per property. This is in line with the maximum amount of rent in advance that a landlord can request as per Renter's Right Act.
- Cash Incentives - MDC reserve the right to offer a cash incentive to landlords who accommodate applicants with an open homeless application to MDC. This will be discussed and agreed with each landlord separately and on an availability basis. Any cash incentive is offered at the council's discretion and is not guaranteed.

RentGuarantor

It has been identified that a significant number of applicants in temporary accommodation and who are receiving support under a Homeless Duty, are unable to source guarantors, to enable them to rent a private rented property. A guarantor is someone who will be liable to pay the rent on the property if the tenant doesn't pay. A guarantor is usually accepted if they earn over a certain amount per year or own their own property. Guarantors are more often than not, requested when a private landlord works with a letting's agency. Therefore, MDC have linked with RentGuarantor who are able to stand as a guarantor for anyone who needs one.

RentGuarantor is free to landlords and their managing agents. The cost of the RentGuarantor service to the applicant or local authority (depending on if the applicant has the funds to pay themselves), will be 3 – 5 weeks rent per 12 months. If approved, RentGuarantor will act as the applicant's guarantor for 12 months when they become a tenant. The application must be completed before signing a tenancy agreement. RentGuarantor will contact the tenant before the end of the first 12 months to see if they want to continue the service. If the tenant wishes to continue, they will be required to pay the fee themselves. If they do not renew, RentGuarantor will still cover the landlord/agency for 3 years of the tenancy, dependent on the landlord continuing the tenancy with the applicant after the first 12 months.

The landlord is required to inform RentGuarantor of any rent arrears within 30 days of any rent arrears issues. RentGuarantor will complete mediation with the tenant to bring the arrears up to date. RentGuarantor will pay the rent arrears from week 3, with weeks 1 and 2 remaining in arrears unless paid off by the tenant. RentGuarantor will use the deposit for the property to pay off arrears. RentGuarantor will cover £120,000 of rent arrears or legal expenses.

Once the local authority has funded RentGuarantor, the liability remains with RentGuarantor for eviction advice and financial payments.

Call B4 You Serve (CB4YS)

Call B4 You Serve is a free of charge specialist service that is available for private rented landlords in Mansfield. The service is dedicated to helping landlords and preventing homelessness at the earliest opportunity. Landlords will be required to refer themselves in for support and advice regarding such things as experiencing difficulties with tenants and considering serving a notice, general landlord advice and guidance, linking to local authorities, etc. They can do this by emailing: cb4ys@derby.gov.uk

The CB4YS services include:

- Support for landlords in what can be a very stressful time.
- Help to create a personalised housing plan agreed with the tenant.
- Rent arrears assistance through Housing Benefit services, Universal Credit, Local Government Homeless Prevention Funds and charities.
- A financial assessment of tenants to maximise income to help ensure success moving forward.
- Referrals and signposting to specialist services for more long-term support if needed.
- A mediation service between landlords, tenants and local authorities.
- Help and advice on leasing properties to arrange supported housing providers.

Vicar's Relief Fund (VRF)

Vicar's Relief is a charitable fund that professionals can apply to on behalf of their clients for help to access accommodation. If granted, the fund can be used for such things as a contribution towards a rent deposit, rent in advance, ID, or emergency/temporary accommodation – where it will directly enable the client to access accommodation. The maximum that will be awarded to any individual for help accessing accommodation is £650 in a 12-month period. Funds will only be paid to the council, who will then pay this directly to the landlord.

Please see Appendix B for the 'application and post grant evidence' required from the landlord required to make an application.

An application is to be completed, only if it does not delay the applicant moving into the property.

DWP – Local Housing Allowance Managed Payments

As the majority of our applicants that will be referred to the scheme will be in receipt of benefits, they will receive the Local Housing Allowance (LHA) to support with housing costs for private rented tenancies. This is called Housing Element payments on Universal Credit. The LHA rates have remained the same since 1st April 2026, they are:

Property Size	LHA rate per week
Shared Accommodation (HMO) (also applies to single claimants under 35)	£78.00
1 Bed	£102.41
2 Bed	£126.58
3 Bed	£134.63
4 Bed	£186.41

As the applicants we are working with are homeless or threatened with homelessness, they fall into Tier 1 criteria with DWP and therefore are able to request for managed payments for LHA payments to be paid direct to the landlord. See below what is in the criteria:

- Drug and Alcohol use
- Debt (high)
- Care Leaver
- Aged 16 and 17
- Previously lived in temporary or supported accommodation
- Mental Health
- Domestic Abuse
- Rent Arrears
- Families with multiple and complex needs

In order for this to be achieved, the applicant will write the request in their journal, but the landlord will also be required to complete the UC47 online questionnaire. This will be best to be completed when the applicant is present as there will be questions that the landlord may not know the answer to. The questionnaire can be found here: [Home - Apply for direct rent payments – GOV.UK](#).

DWP will only pay the LHA amount of the rent, and the applicant will pay the rest of the rent. With the LHA payment, there will be delay with the first month's payment whilst DWP are arranging for the housing costs to be paid. It could also be that the first month's LHA rent is paid to the applicant due to cut off dates for payments. If this happens, it will be made clear to the applicant that they must pay this to the landlord.

The applicant will be required to pay the outstanding rent amount themselves. They will be encouraged to set up standing order/direct debits to pay the rent they are responsible for paying, direct to the landlord. Please note that this is not an enforceable action by the council.

Affordability Assessments

As there is a shortfall within the amount of LHA awarded compared to the cost of renting a private rented property, applicants will complete affordability assessments with Financial Inclusion Officers from Mansfield District Council. Applicants will be referred to the Financial Inclusion Officers by the Early Intervention Officer as soon as they approach the local authority as homeless. The affordability assessment will allow the local authority to see if the applicant has enough expendable income to be able to pay their part of the rent. If an applicant does not have expendable income, the local authority will continue to support them with looking for alternative, affordable housing options.

Tenancy Sustainment Support

Agreements will be signed by the landlord and the applicant for the financial agreement and support that has been offered by the council. An example of these can be seen in Appendix A.

Tenancy sustainment support will be given to any applicant that has moved into a privately rented property via this scheme.

Below is an overview of the support that will be offered:

- 3 phone calls to the tenant within the first 6 months
- Support with changing address with Universal Credit
- Requesting 'Managed Payments' with Universal Credit, so LHA is paid direct to the landlord
- Assist with setting up standing order/direct debit for the rent that they will pay
- Setting up utility accounts
- Charity applications where appropriate
- Referrals to professionals where appropriate
- Complete Private Rented Access Scheme questionnaire on the first visit

For landlords, the below tenancy sustainment support will be offered:

- For general advice and support, please contact Call B4 You Serve on the below contact details: cb4ys@derby.gov.uk 01332 641111
- If RentGuarantor has been used, please contact them directly within 30 days of any issues relating to rent arrears on 0207 193 4418

Appendix A – Agreement Letters

Landlord Agreement

This document details the financial agreement that Mansfield District Council has agreed to the landlord, in agreement to the landlord renting their Private Rented property to a MDC homeless applicant, and MDC matching an applicant to the property.

Landlord Name:	
Landlord Contact:	
Tenant Name:	
Tenant Contact:	
Property Address:	
Tenancy Start Date:	
Rent Per Calendar Month:	
Local Housing Allowance Rent Payment per calendar month:	
Tenant Top Up Payment per calendar month:	

Landlord has provided the following documents:

Gas Certificate	
EPC Certificate	
Electrical Certificate	
Deposit Protection Certificate	

Payments made by the Local Authority

Rent in Advance:	£
Deposit:	£
Rent Guarantor:	£
Total:	£

Tenancy Sustainment:

MDC will contact the tenant via phone three times within the first six months of the tenancy. This support will include:-

- Changing tenants address with Universal Credit and notifying them of the housing costs so they will pay the Local Housing Allowance portion of their rent
- Writing in tenants journal on Universal Credit that they want the housing costs to be paid direct to the landlord

- Setting up Gas and Electric accounts with the energy suppliers
- Support to set up a direct debit/standing order for the part of the rent that tenant will pay, to be paid direct to the landlord
- Changing tenants address with your GP, bank, etc
- Setting up tenants water account with Severn Trent Water. Once they have account number, we will assist tenant to apply for the Big Difference Scheme

MDC **cannot** support in issues such as;

- Neighbour disputes
- Property damage
- Anti-social behaviour
- Rent arrears

For general advice and support, please contact Call B4 You Serve on the below contact details:

cb4ys@derby.gov.uk 01332 641111

If RentGuarantor has been used, please contact them directly within 30 days of any issues relating to rent arrears on 0207 193 4418

It is the responsibility of the landlord to complete right to rent checks on all adult tenants before starting a new tenancy.

For more information on the Renter's Rights Act, please see the link below to the government website - <https://www.gov.uk/government/publications/guide-to-the-renters-rights-act/guide-to-the-renters-rights-act>

By signing this agreement, you agree that you have understood the terms specified and recognise that this agreement is a property matching agreement and no further funding or responsibility will be held with MDC for the tenants.

Name:	
Signature:	
Date:	

Applicant Agreement

This agreement will detail the support that is offered by MDC to the tenant, in accessing a property through the Private Rented Access Scheme and your responsibilities for your tenancy:

Tenant Name:	
Tenant Contact:	
Landlord Name:	
Landlord Contact:	
Property Address:	
Tenancy Start Date:	
Rent Per Calendar Month:	
Local Housing Allowance Rent Payment per calendar month:	
Tenant Top Up Payment per calendar month:	

Your Accommodation Officer will speak to you regarding what assistance you require with furnishing the property. The Local Authority does not have the funds to purchase furniture or white goods, but there are a number of charities that can be approached for assistance. Please note that these charities have their own eligibility criteria and not everyone will be eligible for assistance with certain charities.

As part of the tenancy sustainment offer, your Accommodation Officer will assist you with:-

- Changing your address with Universal Credit and put in the housing costs so they will pay the Local Housing Allowance portion of your rent
- Writing in your journal on Universal Credit that you want the housing costs to be paid direct to the landlord
- Setting up Gas and Electric accounts with the energy suppliers
- Support to set up a direct debit/standing order for the part of the rent that you will pay, to be paid direct to the landlord
- Changing your address with your GP, bank, etc
- Setting up your water account with Severn Trent Water. Once you have your account number, we will assist you to apply for the Big Difference Scheme

Once you have signed for your property, you will be charged for both properties. Therefore, you will need to move as soon as possible so you do not incur debt for Temporary Accommodation. You will receive a letter stating if you are in credit or how much is owed in former tenancy arrears and to contact your Accommodation Officer to arrange a payment.

Your Accommodation Officer will contact you three times within the first six months to ensure you are sustaining your tenancy.

If RentGuarantor has been used, please contact them directly to fund the scheme after twelve months - 0207 193 4418

By signing this agreement, you agree that you have understood the terms specified and recognise that this agreement is a property matching agreement and no further funding or responsibility will be held with MDC. If you do not pay your rent, you are at risk of homelessness in the future.

Name:	
Signature:	
Date:	

Appendix B – Vicar’s Relief Fund Required Evidence

Application Grant Evidence

Item	Application Evidence
Deposit and/or rent in advance	Confirmation from the landlord / housing provider or letting agent stating: <ul style="list-style-type: none"> • Total cost before accommodation can be accessed and what this relates to (e.g. rent in advance and / or deposit) • Tenancy start date • Client name and property address • Landlord / housing provider name, address and / or email

Post Grant Evidence

Item	Application Evidence
Deposit and/or rent in advance	Confirmation from the landlord / housing provider or letting agent stating: <ul style="list-style-type: none"> • Client name and address • Landlord / housing provider name, address and / or email • Tenancy start date • Date the client moved in Or The pages of the new tenancy / licence agreement that must include: <ul style="list-style-type: none"> • Client and landlord signatures • Tenancy start date • Address of the property •