



Rent Deposit Loan Scheme

Information Booklet

Your Information booklet includes

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A Step-by-Step Guide – What do I do now?

A step-by-step guide on what you should do for the rent deposit loan scheme (RDLS) following your **Housing Options appointment and confirmation regarding your eligibility for the scheme**. Only a housing options officer at Test Valley Borough Council can confirm your eligibility.

A list of local letting agents and other sources for finding a property

This list includes all known agents in Andover and Romsey as well as other practical sources for finding accommodation.

A checklist for when viewing properties

Guidance points that you may want to consider when looking at properties.

Preparation for your RDLS appointment

Information on the Identification and documents you will need bring to your appointment once you have found a property

Local Housing Allowance (LHA) Information

How to have your Local Housing Allowance (formally 'Housing Benefit') assessed for your new address to ensure the property is affordable

Important Information

Please note the rent deposit loan scheme is a loan to you that must be paid back to Test Valley Borough Council in full.

What do I do now?

A Step-by-Step Guide

STEP 1

SEARCH FOR A NEW PROPERTY

Visit letting agents, look on property internet sites, look in the newspaper etc.

STEP 2

GATHER TOGETHER ALL IDENTIFICATION (ID) AND INFORMATION REQUIRED

Please see the list of what you must provide. Ask for duplicates from relevant benefit departments/banks etc now to save time at a later date

STEP 3

LANDLORD AGREEMENT

Once you have found a property get your NEW Landlord to complete the 'Landlord Confirmation Form' [FORM A] and you should complete the 'RDLS Application Form' [FORM B]. These forms would have been given to you in your housing options pack

STEP 4

RING TO ARRANGE AN APPOINTMENT

Please call the Rent Deposit Team on 01264 368611. Bring all ID and information listed to your appointment ~ delay in providing it will delay the administration of your file

STEP 5

REVIEW RDLS PROCESS

Please read the RDLS procedure notes attached to the back of the Application Form [FORM B]

STEP 6

FILE AUTHORISATION

Your RDLS application will take a minimum of two weeks to administer. Please ensure your new Landlord or Letting Agent is aware of the timescales involved

STEP 7

CHEQUE REQUEST

When your file has been authorised by a Senior Manager, the cheque will be raised the following Wednesday (the council's main cheque-run day)

STEP 8

SIGN UP APPOINTMENT

You will sign your RDLS contract, set up a standing order and pay your 1st initial RDLS repayment

STEP 9

CHEQUE TO LANDLORD OR LETTING AGENT

Test Valley Borough Council will deliver the cheque direct to the Landlord or Letting Agent

STEP 10

MOVE INTO YOUR NEW HOME

* If you move in to your home before Step 9 has been completed you may no longer be eligible for the loan scheme. If you obtain funds from elsewhere, we cannot reimburse this payment.

Residential Letting Agents

Here is a list of the letting agents in Andover and Romsey.

This is not a definitive list of agents that will accept the RDLs and/or tenants in receipt of LHA. It is a good idea to work your way through these to get you started.

Remember there are many Landlords and Agents out there who are not included on this list, so it's a good idea to complete your own property search as well.

Please note that most letting agents will charge administration/referencing/holding fees which Test Valley Borough Council **do not** pay and you will be liable to pay at your own risk.

ANDOVER

Belvoir Lettings

18 Bridge Street, Andover
Tel: 01264 366611

Your Move Lettings

23-25 London Street, Andover
Tel: 01264 338299

Crown Residential Lettings

154 Junction Road, Andover
Tel: 01264 333950

Bournes Lettings

8 Swan Court, East Street
Tel: 01264 333222

Castles Properties

8A High Street, Ludgershall
Tel: 01264 792793

Ashwells Estate Agents

520 Andover House, George Yard
Tel: 01264 726054

Connells

Winchester House, Andover,
Tel: 01264 726031

Swattons Properties Ltd.

Central Way, Walworth Ind Estate,
Tel: 01264 323892

William S Baxter

63 Charlton Road, Andover Tel:
01264 337305

Pearsons/Country Cousins

1-2 Swan Court, Andover
Tel: 01264 353356

Brockenhurst

4 London Street, Andover
Tel: 01264 350350

Graham & Co

13 London Street, Andover
Tel: 01264 356500

Karen Sykes

15 London Street, Andover
Tel: 01264 332000

Martin & Co

29 London Street, Andover
Tel: 01264 364293

Austin Hawk

Web Based Agency
Tel: 01264 726275

ROMSEY

Buckingham's of Romsey

35 The Hundred, Romsey
Tel: 01794 511212

Hamilton Parker Property Svs

9 Latimer Walk, Romsey
Tel: 01794 518718

[http://testvalleyintranet/contactagent.aspx?
edid=00&salerent=1&agentid=03509](http://testvalleyintranet/contactagent.aspx?edid=00&salerent=1&agentid=03509)

Jonathan Rees

1 Latimer Walk, Romsey
Tel: 01794 514451

Parkers

4 Abbey Walk, Romsey
Tel: 01794 521818

Pearsons

44 The Hundred, Romsey
Tel: 01794 521841

Winkworth

18 Market Place, Romsey
Tel: 01794 511911

Other useful sources to find properties

- **Shop Windows**
- **Customer Notice Boards**
- **Friends, acquaintances, colleagues etc**
- **Yellow Pages** (contains list of Estate/Letting Agents)
- **Thompson Local** (contains list of Estate/Letting Agents)

WEBSITE

www.findaproperty.com

www.rightmove.co.uk

www.spareroom.co.uk

www.primelocation.com

www.torent.co.uk

www.propertyfinder.com

www.zoopla.co.uk

www.gumtree.com

USEFUL NEWSPAPERS

Andover Advertiser

~ Midweek Wednesday & main edition out on Friday

Romsey Advertiser

~ Friday

Southern Daily Echo

~ Thursday

LOCAL AUTHORITIES

Other local authorities may have information on local agents in their area or please check local press for further details:

Eastleigh Borough Council 02380 688000

Basingstoke & Deane Council 01256 844844

Southampton City Council 02380 223855

New Forest District Council 02380 285000

Salisbury District Council 01722 336272

Wiltshire Council 0300 456 0100

West Berkshire Council 01635 42400

Property Checklist

Here are a few things for you to consider when looking around properties
– it may help you to decide whether or not the property is right for you.

	YES	NO	N/A
<u>Structural Stability</u> Does the property appear to be in good structural order? Are the fixtures of the building in good repair?			
<u>Damp</u> Is the property free from any damp?			
<u>Electrical mains supply</u> Is there a sufficient amount of sockets? Is all the wiring safe, no loose open wires? Is there an Electricity Testing Certificate?			
<u>Gas Safety</u> Are there any gas appliances in the property? Is the Gas Safety Certificate up to date?			
<u>Ventilation</u> Does the property have suitable ventilation? Are there enough windows?			
<u>Heating</u> Is the property provided with adequate & suitable heating for your needs?			
<u>Lighting</u> Are the rooms provided with enough lighting?			
<u>Water Supply</u> Are both the hot and cold water supplies to the kitchen and bathroom amenities suitably provided?			
<u>Facilities for cooking & food preparation</u> Is the kitchen safe? Is there a cooker, fridge, washing machine provided?			
<u>Bathroom facilities</u> Are there adequate facilities for washing, including a bath or shower and a wash hand basin? Is the toilet in good working order?			
<u>Fire precautions</u> Are smoke alarms provided?			
<u>Furnished lettings</u> Is the property let furnished or unfurnished?			
<u>Security</u> Do all the doors and windows close / lock properly? Is it safe?			
<u>Decoration</u> Is the property to a good standard of decoration?			
<u>Location</u> Are you happy with the location of the property for work / school / family / friends / bus route etc?			

IF YOU HAVE ANSWERED NO TO ANY, IS THIS THE PROPERTY FOR YOU?

Preparation for your RDLS appointment

Before Test Valley Borough Council proceed further with your application, the following identification and information is required.

We must see original and most up to date documents and not copies. Photocopies will be taken and held by Test Valley Borough Council.

Failure to provide any of the requested information will result in the Council being unable to proceed with your application.



Two Forms Of Identification Per Person

Please provide two of the following:-

- Passport
- Driving Licence (if credit card style licence, paper Counter Part must be provided)
- Birth Certificate
- NHS Medical Card

Evidence of your Current Address

Please provide one of the following:-

- Utility Bill
- Council Tax Bill
- Phone Bill
- Official Letters
- NHS Medical Card

Evidence of National Insurance Number

Please provide one of the following:-

- National Insurance card
- Payslips
- Official Letters

Evidence of all Earnings

Please provide one of the following:-

- Wage Slips *
- P45

* If paid monthly, we require the last three months

* If paid weekly, we require the last five weeks

Evidence of all other Income

Please provide one of the following:-

- Bank Statement
- Wage Slips
- P45

Evidence of Benefits, Allowances and Pensions

- Official Letters ~ must be up to date.

Evidence of Household Expenditure

- Bank Statements – at least the last two full months.
of all bank accounts you have

~ Please complete the income & expenditure form enclosed in your housing options pack

Evidence of the Child/Children

Please provide one of the following for each child/children:-

- Birth Certificate
- Official Child Benefit letters.

Must include full name and date of birth for each child

FAILURE TO PROVIDE ANY OF THE INFORMATION WILL RESULT IN THE COUNCIL BEING UNABLE TO PURSUE YOUR RENT DEPOSIT LOAN APPLICATION ANY FURTHER.

Local Housing Allowance Information

(Housing Benefit)

A trial assessment for your new property will be carried out to see if you are eligible for Local Housing Allowance (Housing Benefit) and/or Council Tax Benefit.

You can arrange this direct by asking at the reception at the council offices at Beech Hurst, Andover to speak to an officer in the Revenues Service. Please obtain confirmation in writing of the amount which has been confirmed to you and the council officer who you saw.

Alternatively this will be carried out with the Revenues Service during your RDLS application appointment with an officer from The Rent Deposit Team

If you are eligible for Local Housing Allowance & already in receipt of Housing Benefit at your current address:

You will need to complete a Change Of Address form (COA) which you can obtain from the Revenues Service at Beech Hurst, Andover or Former Magistrates' Court, Romsey.

As soon as you are aware of when you will be moving, contact the Revenues Service to let them know of your new circumstances. Please ensure you do this WITHOUT DELAY.

A change of address form will be provided to you which you must complete and send back within one month of your move date. You will need to provide your new Tenancy Agreement with this form as evidence.

If you do not have a tenancy you will need your landlord to confirm in writing your tenancy start date and rent liability detailing any services included with the rent.

If you are eligible for Local Housing Allowance & NOT in receipt of Housing Benefit:

You will need to immediately complete a New Claim form as soon as you know you are moving. You can either come to Beech Hurst and complete this form with a Revenues Officer, obtain a form from the revenues service at Beech Hurst or Former Magistrates' Court which you will need to immediately complete and hand in or alternatively please contact the Service to arrange a home visit.

Any delay in making your claim may result in a loss of benefits.

You will need to provide your new Tenancy Agreement with this form as evidence.

You will also need to provide two original forms of identification and proof of your income.

If you have any bank accounts, you will need to provide two full months consecutive bank statement for any accounts held.

For an estimate of Housing Benefit or further details please contact the Revenues service.

Revenues Service
Test Valley Borough Council
01264 368000
www.testvalley.gov.uk/benefits

Important Information

You may no longer be eligible for the Rent Deposit Loan Scheme (RDLS) if you move in to the property prior to your application being authorised and you have received confirmation. Please ensure you do **not** move in or store any personal items whatsoever before receiving confirmation to proceed.

Please also note that if you obtain funds from elsewhere, Test Valley Borough Council will not reimburse this payment.

Please note that the Rent Deposit Loan Scheme (RDLS) is a **loan** to you that must be paid back **in full**.

During your RDLS application process we will discuss with you how much you will repay each month by direct debit.

If repayment in full is not made the Council will take such action as it deems appropriate to recover the amount due. If court proceedings are taken against you, you may be liable to all Legal and Court fees incurred as well as the amount due.

Failure to repay the loan could result in Test Valley Borough Council being unable to help with any future housing.

Notes

A series of horizontal dotted lines for writing notes.

**Test Valley Borough Council
Housing, Health & Communities Service**

Beech Hurst, Weyhill Road,
Andover, Hampshire, SP10 3AJ
Tel: 01264 368000

Former Magistrates Court, Romsey,
Hampshire, SO51 8AQ
Tel: 01794 527700

www.testvalley.gov.uk

Test Valley 
Borough Council