Rent Deposit Scheme
Moving in

Contact the Rent Deposit team at:

Town Hall, Customer Service Centre
St. Stephen’s Road, Bournemouth BH2 6DY

Opening times
Monday to Thursday 9am - 4.30pm
Friday 9am - 4pm

T. 01202 451337
E. rentdeposit@bournemouth.gov.uk
www.bournemouth.gov.uk/housing

Useful information

• Dorset Reclalm
  Furniture recycling charity
  T. 01202 773384
  www.dorsetreclalm.org.uk

• Citizens Advice Bureau
  Advice on moving house and finding reliable help
  T. 08444 111 444
  www.bournemouthcab.co.uk

• Bournemouth Borough Council
  For help with any Council services
  T. 01202 451451
  www.bournemouth.gov.uk

• Shelter
  Housing advice, and information about making an inventory
  T. 0800 800 4444
  www.shelter.org.uk

• Local Welfare Assistance Fund
  Financial aid for people in crisis
  T. 01202 451266
  www.bournemouth.gov.uk/advicebenefits

• Carrying out your own inventory – template forms can be found online, or you can ask for help downloading one from your local library or Citizens Advice Bureau.

Information for tenants
How it works

The Rent Deposit Scheme (RDS) is run by Bournemouth Borough Council to help people who meet our eligibility criteria to move into private rented accommodation by providing an interest free loan. The RDS is only available to people who meet the eligibility criteria.

What makes me eligible for the RDS?

You will need to meet the following criteria:

- be unintentionally homeless, or under threat of homelessness
- no other means of getting the money
- a priority need
- a local connection.

For more information please refer to our website, or see the leaflet about eligibility criteria for Housing Options services.

Important: by accepting a Rent Deposit loan you enter a legal agreement with the council to repay the full amount. If you fail to repay the loan we will initiate debt recovery action.

What do I need to bring to my interview?

- Passport or driving licence
- Your last three month’s building society, bank or post office account statements, and
- Proof of address and National Insurance Number.

What happens when I find a property?

You need to give your housing options officer details of your proposed new home. They will only approve the tenancy if the property is affordable and the landlord agrees with the terms and conditions of the RDS.

Important: do not give any money to a landlord or letting agent before receiving confirmation that you have been accepted into the scheme. The RDS does not give reimbursements.

What next?

If you are accepted on to the scheme your next step is to find a suitable property.

Moving in

Rent deposit officers are available to help you during your tenancy but here are some good tips to remember before moving into your new home:

- take photographs of the property and any damage as soon as you move in
- request an inventory from your new landlord. This will be useful at the end of your tenancy if your landlord does not provide an inventory we recommend you make your own
- keep copies of all letters or emails between you and your landlord and any receipts for items you have paid to be repaired or replaced.

Your responsibilities as a tenant

- Any money you receive from the RDS must be paid back
- You are responsible for making regular repayments and for telling us about any changes which cause late or missed payments
- It is your responsibility to keep your property clean and habitable and to report damage to the property to your landlord as soon as it occurs
- You must meet the terms and conditions in your tenancy agreement and the RDS paperwork