

## Advice Centres

### Agnes Smith Advice Centre

Blackbird Leys

**T** 01865 770206

### Barton Information Centre

**T** 01865 744152

### Citizens Advice Bureau

95/96 St Aldate's, Oxford

**T** 0870 220 0608

**E** oxfordcab@cabnet.org.uk

### Rose Hill and Donnington Advice Centre

**T** 01865 438634

## Useful websites

**www.oxford.gov.uk**

For Council services and advice

**www.shelternet.org.uk**

For advice

**www.oxford-estateagents.co.uk**

List of estate agents

**www.dailyinfo.co.uk** local information

## What is the Lord Mayor's Deposit Guarantee Scheme?

If you become a tenant of a private landlord, the landlord may ask for a deposit on top of rent to cover damages.

This deposit usually amounts to a month's rent, a sum which can be difficult to raise if you are on a low income.

This Scheme aims to help people who are in need of housing and on a low income afford to move into private rented accommodation.

The Scheme does this by issuing a Deposit Guarantee Bond to a landlord as a guarantee to cover rent arrears or damage caused by the tenants to the property. This means that potential tenants on a low income do not have to raise a sum of money for the deposit in addition to the rent.

This bond is not a cash deposit. The tenant may be liable for any costs not covered by the bond, or liable to the Council for any claims made against the bond.

लॉर्ड मेयर के डिपॉजिट ग्यारंटी स्कीम  
(गच्छित जिनिस के जामानत प्रकल्प)

लॉर्ड मेयर की डिपॉजिट गारंटी स्कीम  
ਲਾਰਡ ਮੇਅਰ ਦੀ ਡਿਪਾਜ਼ਿਟ ਗਾਰੰਟੀ ਸਕੀਮ  
لارڈ میئر کی ڈپازٹ گارنٹی (بیعانے کی ضمانت) کی سکیم  
市長大人的首付保證金計畫

## Contact us

Housing Needs  
St Aldate's Chambers  
109-113 St Aldate's  
Oxford OX1 1DS

**T** 01865 252858

**E** lmdgs@oxford.gov.uk

**W** www.oxford.gov.uk

If you need a translation, a larger print version or a copy of this publication in another format, please contact us

You can download a copy of this leaflet from  
www.oxford.gov.uk

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提供有翻譯本  
तरजमे उपलब्ध हैं  
उरजमे मिल सकदे हन  
ترجمہ دستیاب ہے

**The Lord Mayor's Deposit  
Guarantee Scheme**

[www.oxford.gov.uk](http://www.oxford.gov.uk)



**OXFORD  
CITY  
COUNCIL**

# The Lord Mayor's Deposit Guarantee Scheme



Helping people in need  
of housing afford to  
move into private rented  
accommodation





# The

## How does it work?

The Scheme works through a three-cornered agreement between the tenant, the landlord and Oxford City Council.

The Scheme issues a bond equivalent to a month's rent to the landlord. The bond promises to pay the landlord fair compensation in the event of rent arrears and/or damage caused by the tenant.

In return, low income tenants or those in receipt of benefits do not have to raise a deposit. This enables a tenant to secure accommodation with the tenancy being overseen by the Scheme.

In the event of the Scheme paying out for a claim of rent arrears, damages or losses by a landlord the Scheme may seek to recover this from the tenant.

## Who can apply?

Anyone who is:

- Non-statutory homeless.
- Aged 18 or over
- Homeless or threatened with being homeless
- Receiving benefits, on a low income, or who has no savings or other source of financial assistance
- Has a local connection to Oxford, and has been living in Oxford for at least the last 12 months
- Able to prove to the Lord Mayor's Deposit Guarantee Scheme Officer that they can

# Lord Mayor's De

sustain a tenancy in the Private Rented Sector.

Any appeal is made to the Private Rented Team Manager, whose decision is final.

## What is the application process?

To apply for the Scheme you need to go through the steps outlined below:

- 1 Register with the Scheme and provide income details
- 2 If accepted on to the Scheme, find suitable accommodation
- 3 Complete the Local Housing Allowance forms and Tenancy Agreement
- 4 Move in!

NB It is important that you DO NOT move in to the property before you have the full agreement of the Scheme.

## Where do I go to join the Scheme?

To book an appointment please contact the following office:

The Lord Mayor's Deposit Guarantee Scheme  
St Aldate's Chambers  
St Aldate's  
Oxford  
OX1 1DS

- T 01865 252858
- E [imdgs@oxford.gov.uk](mailto:imdgs@oxford.gov.uk)

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# Deposit Guarantee

## What happens after I have moved in?

You must contact the Scheme within the first 4 weeks after you move in to the accommodation. The Scheme will offer advice and assistance if needed.

## What happens if I want to move out?

You must tell us if you are renewing your tenancy or are moving out. We may visit the property to make sure there are no missing or damaged items or outstanding rent arrears.

If the Scheme were to pay any money to the landlord for rent arrears, damages or loss, you may have to repay us.

The Scheme may not be able to help you again until you have repaid the money.

## Important things to note

- The Deposit Guarantee Scheme does not find accommodation for anyone
- The issue of a bond does not guarantee the fitness, safety and suitability of the accommodation
- The Scheme aims to help all eligible people regardless of race, sex, age, disability or religion. We expect landlords to follow the same policy. Any landlord believed to be discriminating against any of the above groups will not be offered the bond.

# e Scheme

www.oxford.gov.uk



## **Saving for your next deposit**

New tenants are encouraged to open a savings account with the **Oxford Credit Union** so that over time you can save enough to cover the tenancy deposit yourself, for this property or another one if you want to move.

**T** 01865 777757

## **Further information and useful contacts**

### **Customer services centres**

Please telephone to book an appointment to make an application for Local Housing Allowance.

**T** 01865 252849

- Templars Square Customer Service Centre, 2-3 Bank Court, Templars Square Shopping Centre, Cowley, Oxford OX4 3UZ
- St Aldate's Customer Service Centre, 109–113 St Aldate's, Oxford OX1 1DS