



## Who can apply for Deposit Guarantee Scheme?

### Anyone who is:

- Aged 18 or over in housing need.
- Homeless or threatened with being homeless within 2 months and your personalised housing plan says seek a PRS home.
- Receiving benefits, on a low income, or who has no savings or other source of financial assistance.
- Having a local connection with Oxford as defined by the Allocation policy. This may be waived in exceptional circumstances.
- Able to prove to the Lord Mayor's Deposit Guarantee Scheme Officer that they can sustain a tenancy in the Private Rented Sector.
- If you are not eligible for the scheme and want to challenge the decision you may appeal to the Private Rented Team Manager in writing.



## Moving on and saving for your next deposit

New tenants are encouraged to open a savings account with government scheme <https://www.gov.uk/get-help-savings-low-income> or a 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. You can telephone Oxford Credit Union on 01865 777757 for more information.



## Contact details and further information

### Customer services centres

Apply for council tax reduction online at [www.oxford.gov.uk](http://www.oxford.gov.uk) (see Benefits eClaim User Guide) or contact us on 01865 249811

### Contact Housing Needs

T 01865 249811 and follow the options for 'housing needs'.  
[Imdgs@oxford.gov.uk](mailto:Imdgs@oxford.gov.uk)

### Advice Centres

Agnes Smith Advice Centre  
Blackbird Leys  
T 01865 770206

Barton Information Centre  
T 01865 744152

Citizens Advice Bureau  
T 08445 730608  
[oxfordcab@cabnet.org.uk](mailto:oxfordcab@cabnet.org.uk)

Rose Hill and Donnington  
Advice Centre  
T 01865 438634

### Useful websites

Universal Credit applications  
[www.gov.uk/universal-credit](http://www.gov.uk/universal-credit)

Council services and advice  
[www.oxford.gov.uk](http://www.oxford.gov.uk)

Advice [www.shelternet.org.uk](http://www.shelternet.org.uk)

Letting agents and properties  
[www.rightmove.co.uk](http://www.rightmove.co.uk)

[www.dailyinfo.co.uk](http://www.dailyinfo.co.uk)



# The Lord Mayor's Deposit Guarantee Scheme

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





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

The 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 or cash deposit up to five weeks rent 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.

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

In addition one month rent in advance at Local Housing Allowance rate may be paid direct to the landlord.



## How do I join the scheme?

To apply for the scheme go through the steps outlined below:

- Contact the scheme to confirm eligibility details and book an appointment, by email [imdgs@oxford.gov.uk](mailto:imdgs@oxford.gov.uk).
- Complete the LMDGS application form, found online at [www.oxford.gov.uk](http://www.oxford.gov.uk), then provide required documentation. Our target is to assess you in 14 days.
- If accepted on to the scheme, find suitable accommodation eg. web portals daily info or spare room.
- Complete the Local Housing Allowance / Universal Credit application and sign the Tenancy Agreement.
- Move in!

**DO NOT** move in to the property before you have the full agreement of the scheme. If you do move in to the property before getting the full agreement of the scheme you will not be given financial help. For example an undeclared shared accommodation (HMO).



## Important notes on the scheme

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

The Deposit Guarantee Scheme does not find accommodation for anyone and it is strongly recommended that you read the how to rent guides on [www.gov.uk](http://www.gov.uk).

A privacy notice can be found on [www.oxford.gov.uk/info/20141/data](http://www.oxford.gov.uk/info/20141/data).

By applying you give consent to share information to progress application protection.