

Private Rented Scheme Landlord Information

This factsheet tells landlords about City of York Council's Private Rented Scheme. Landlords who accept a council bond as guarantee do not have to use the National Tenancy Deposit Scheme.

What is the Private Rented Scheme?

The Private Rented Scheme exists to help new tenants find a property to rent by replacing a cash deposit with a written agreement known as a bond. The scheme is operated by the Housing Options team at City of York Council.

Who can the council help with a bond?

A prospective tenant must meet set criteria including credit checks and references in order to qualify for the scheme.

Housing Options will meet the landlord to explain how it works and to confirm they are happy to accept a bond guarantee.

The bond must be signed by both parties before the start of the tenancy or it is not valid.

As a landlord, what do I need to know?

- The property must be within/near the City of York boundary
- The tenancy must be for a minimum of six months
- The property must be suitable and

meet set standards

- A pre-tenancy inventory is required as part of the process

What a Landlord must do

- Have a valid gas certificate
- Have an EPC Certificate
- Use a national deposit scheme if taking a deposit from a tenant:

[Deposit Protection Service \(Custodial and Insured\)](#)

[MyDeposits](#)

[Tenancy Deposit Scheme \(Custodial and Insured\)](#)

- If the property is an HMO have a licence and be accredited with Housing Standards and Adaptations

www.york.gov.uk/info/.../house_in_multiple_occupation_hmo_licences

- Comply with Right to Rent
- Obtain a tenant's original acceptable documents that allow them to live in the UK
- Check the documents with the tenant present
- Copy and keep the copied documents on file and record the date of the check

You can find more information about the scheme at gov.uk/righttorentchecks

What an Agency must do

- Advertise all fees and costs

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How does the Private Rented Scheme actually work?

When someone contacts Housing Options our first step is to see if the Private Rented Scheme can help them. After completing checks and confirming they qualify, their next step is to find a property to rent. Housing Options will then contact the landlord to explain the scheme in detail and make sure the landlord is happy to accept a bond.

Can the bond be extended if the tenancy continues?

Yes. The bond is valid for the length of the tenancy, on condition all the landlord's obligations in the agreement are met and the landlord tells the council either when the tenant leaves or when the tenancy ends.

Can you help with rent in advance as well as a bond?

Yes. Subject to criteria, the council can also pay one month's rent in advance for a new tenant. The bond will include an agreement for the landlord and tenant to sign, setting out repayment terms.

Tell me about making a claim on the bond

If you need to make a claim, you must submit the paperwork: Within 10 days of the tenancy ending or On the date the tenant moves out **whichever is earlier**

All claims against the bond must be fully submitted within 30 days of the tenancy end date

Housing Options will do a joint inspection with the landlord to complete a final inventory and confirm any claim details. We especially recommend a joint inspection if you expect to make a claim. Landlords can claim for damage to the property or inventory items, but not for fair wear and tear.

Main contact

Housing Options at West Offices

Monday – Friday 8.30am-5pm

(excl. bank holidays). Please try and come in before 3.30pm.

Contact Housing Options on 01904 554500

housing.options@york.gov.uk

Polish : Mówi wynajmującego o system gwarancji Bond. Zapewniamy niniejsze informacje w Państwa języku ojczystym

Turkish : Bu Bond Garanti Programı hakkında ev sahipleri söyler. Bu bilgileri kendi dilinizde alabilirsiniz.

Cantonese : 这告诉业主，债券担保计划。我們可以您所需的語言提供該資訊