

# SOUTHWARK HOUSING SOLUTIONS TENANCY WORKSHOP

Procurement, Tenancy Relations and  
Resettlement Services



# Workshop Objectives

- To give you an overall understanding of the current housing climate
- To prepare you for moving into Private Rented Sector Accommodation (PRS)
- To manage your expectations & discuss your realistic options in line with your PHP
- To equip you with the necessary tools in managing a tenancy.



# Homelessness Reduction Act 2017

- New Housing Act came in on the 3<sup>rd</sup> April 2018
- Local Authority must support clients to avoid homelessness
- Each client has a Personal Housing Plan (PHP) this can take a number of weeks before you receive this and is only usually once you have your Part 7 Assessment appointment with a caseworker
- Tenancy Relations Team – advice and information regarding your tenancy rights
- Procurement Team - assistance to find Private Rented Sector Accommodation (PRS)
- Resettlement Team - to help support transition, benefits and tenancies
- As of the 19<sup>th</sup> July 2019 – Southwark Council under ‘The Localism Act 2011’ can make an offer of a private rented sector tenancy rather than a social housing tenancy.

# Private Rented / Council and Temporary Accommodation

<b>TEMPORARY ACCOMMODATION (TA) Licence Agreement</b>	<b>SOCIAL HOUSING (Secure &amp; Assured Tenancy)</b>	<b>PRIVATE RENTED (Assured Shorthold Tenancy- AST)</b>
<ul style="list-style-type: none"> <li>• Provided by the Local Authority</li> <li>• Short term</li> <li>• B &amp; B or Hostel</li> <li>• In or Outside of the Borough</li> <li>• Can be moved to another TA</li> <li>• Can be evicted for 1.rent arrears, 2.ASB, 3.if not staying.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to bid for it.</li> <li>• In borough boundary</li> <li>• Housing is Council or Housing Association</li> <li>• Introductory Tenancies for 12 months</li> <li>• Can be evicted if you BREACH your tenancy agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Choice of Location</li> <li>• Can have longer tenancies.</li> <li>• Affordable Housing based on location</li> <li>• Landlord has to give you 2 months notice unless you breach your tenancy agreement</li> </ul>

# Council Housing

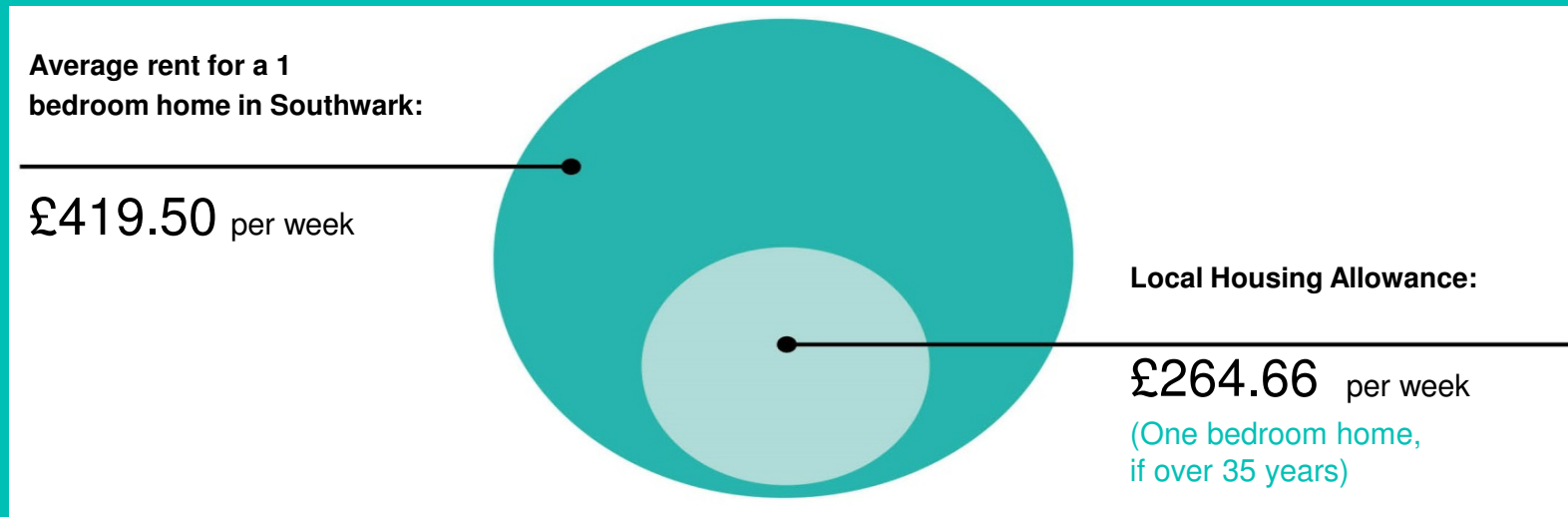
- **Council Housing is in very short supply**
- Lots sold via Right to Buy
- More families are staying in council properties longer.
- We have a waiting list of 12,382 as of 03/06/2020.
- We let 1,544 properties in 2018/19.
- You may have to wait a minimum of 5 years
- You are subject to a introductory tenancy
- Therefore, we must use Private Rented Sector Accommodation

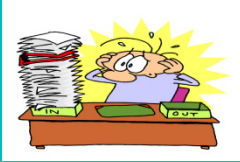


# Accessing PRS

Your housing benefit will go much further outside of London and we can help you work out what you can afford

An example of the cost of private renting v Local Housing Allowance entitlement:





# Accessing PRS

Some things you need to do to help you access Private Rented Sector Accommodation (PRS):

- Need to be aware that not all Landlords/Agents accept clients who are claiming Welfare Benefits
- Affordable PRS – LHA, Universal Credit and Benefit Cap
- How to look for private rented properties
- What to do when you have found a suitable property
- Steps you can take to sustain your tenancy



# AFFORDABLE PRIVATE RENTED SECTOR ACCOMMODATION

When looking for Private Rented Sector Accommodation you need to make sure it is affordable to you and your family.

- **Local Housing Allowance**

The amount of LHA you will get will depend on the area you live in, size of accommodation you need and your age

To Find out what the LHA is and the Local Authority:

<https://lha-direct.voa.gov.uk/search.aspx>





# AFFORDABLE PRIVATE RENTED SECTOR ACCOMMODATION

IT IS YOUR RESPONSIBILITY TO ESTABLISH AND MAINTAIN ANY CLAIMS FOR WELFARE BENEFITS AND TO ENSURE YOU PROVIDE ANY INFORMATION REQUESTED TO ESTABLISH YOUR CLAIM

## BENEFIT CAP

Ben Cap amounts in Greater London	Ben Cap amounts outside of Greater London
Couple (with or without children) or a single parent: <b>£442.31 per week</b>	Couple (with or without children) or a single parent: <b>£384.62 per week</b>
Single person without children or not living with your children: <b>£296.35 per week</b>	Single person without children or not living with your children: <b>£257.69 per week</b>

<https://www.entitledto.co.uk/>

<https://benefits-calculator.turn2us.org.uk/AboutYou>



# AFFORDABLE PRIVATE RENTED SECTOR ACCOMMODATION

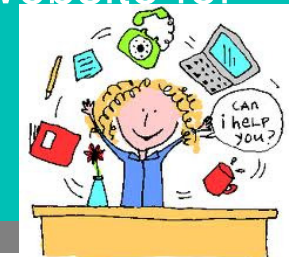
## Universal Credit (UC)



- If the property you are going to rent is in a Full Service Universal Credit Area you will need to apply for Universal Credit (UC) Benefit if you are not already on this benefit.
- You manage your benefit online via your UC journal and would need to apply for housing costs element (rent payments). Your claim will need to be supported by UC getting a copy of your tenancy agreement.
- You will normally have to wait five weeks before benefit is paid and payments are made monthly in arrears.
- Housing cost element (rent payments) are made monthly in arrears.

# AFFORDABLE PRIVATE RENTED SECTOR ACCOMMODATION Services - Help with Accessing Welfare Benefits

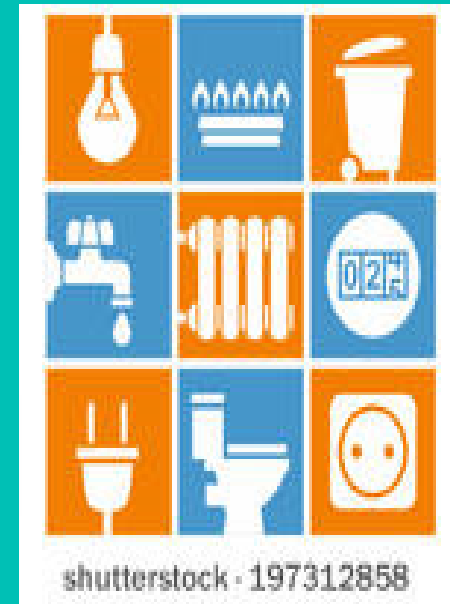
- **Citizens Advice Bureau (CAB) -**  
<https://www.citizensadvice.org.uk/>
- **Department of Work and Pensions (DWP)**  
<https://www.gov.uk/government/organisations/department-for-work-pensions>
- **Disability Benefits Helpline –**  
<https://www.gov.uk/disability-benefits-helpline>
- **Children Centre Services –** check the Local Authority website for centres near to your address
- **c-App Online Benefits Tool –**  
<http://www.c-app.org.uk/>



# AFFORDABLE PRIVATE RENTED SECTOR ACCOMMODATION

## Other costs you need to think about

- Council Tax
- Water Rates
- Gas and Electricity Payments
- Moving Costs





# HOW TO LOOK FOR PRIVATE RENTED PROPERTIES

## Finding Properties:

<http://www.spareroom.co.uk>

<http://loot.com/category/property/rooms-shares/>

<http://www.rightmove.co.uk>;

<http://property.adzuna.co.uk/to-rent>

Tip- search for 'DSS accepted': <http://www.zoopla.co.uk/to-rent/>

Open Rent: <https://www.openrent.co.uk/>

Check Local Newspapers and Estate Agents to where you want to move



# WHAT TO LOOK FOR

- Property needs to be affordable – You will need to check the LHA rate for the property and do a benefit calculation to make sure that you can afford to pay the full rent
- Need to be aware of property size and cost in the market –



For example many Landlords/Agents charge  
One bedroom LHA for a studio flat  
3 bedroom LHA rate for a 2 bedroom flat



# VIEWINGS FOR PRIVATE RENTED SECTOR ACCOMMODATION

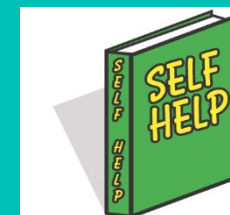
- Ensure you are on time – Plan your journey the day before
- Always look smart
- Ask questions about the property, the length of tenancy, what will be included in the rent, etc.
- If you are interested in renting the property please speak to the Landlord/Agent immediately.
- Be aware that there may be other people viewing the property at the same time as you
- If you have pets - Check they are accepted in the property
- If you smoke - Check if you can smoke in the property
- **DO NOT PAY ANY DEPOSIT TO THE LANDLORD/AGENT**



# INCENTIVE SCHEMES – SELF HELP

## Self Help Scheme:

- This is used if the applicant finds a property themselves.
- The Local Authority will pay the Landlord/Agent the following:
  1. The equivalent of one month's rent as an incentive
  2. The equivalent of one month's rent as a deposit, which should be lodged in a tenancy deposit scheme. The rent deposit balance will be returned to the applicant at the end of the tenancy (taking into account any deductions for cleaning, repairing any damage or missing items)
- Self Help pack is given to you by your Caseworker
- Give Landlord/Agent details about the Scheme and speak to your Caseworker





# FINDERS FEE PAYMENTS



- Paid to a Landlord/Agent to secure a property that has been located by the Procurement Team.
- The amount paid differs depending on the bed size of the property.
- The incentive is paid in lieu of deposit and advance rent
- Studios and one bedrooms - pay an incentive equivalent to six weeks of the rent based on the Local Housing Allowance rate
- 2, 3 and 4 bedroom properties - will pay up to £3000 as an incentive to a Landlord/Agent to secure a property.

**On either scheme no money is paid until the applicant has moved in.**

# FINDERS FEE PAYMENTS

## Procurement Incentives

- Speak to the Landlord/Agent
- Contact one of the Officers in the Procurement Team – provide Landlord/Agent details and property address
- Procurement Team will request relevant paperwork and Tenancy Agreement from Landlord
- Once agreed you can sign the Tenancy Agreement and move into the property.





# WHAT TO LOOK OUT FOR IN YOUR TENANCY AGREEMENT

**Check the Tenancy Agreement and read fully - make sure that it includes:**

- The date the tenancy began
- Who is responsible for paying the Utilities, Council Tax and Water Rates
- The length of the tenancy
- How much the rent is and when it should be paid
- How often the rent will be reviewed or changed
- The Name and Address of the Landlord/Agent
- Your full name, spelt correctly



# DOCUMENTS YOU SHOULD GET WITH YOUR TENANCY AGREEMENT



1. **A copy of the How to Rent Guide** – it must be the up to date version – which is currently 31<sup>st</sup> June 2019
2. **A Gas Safety Certificate** – the Landlord or Agent needs to provide one each year if there is a gas supply to the property
3. **The Energy Performance Certificate** – this will affect your energy bills
4. **If you are paying a deposit – a Deposit Protection Certificate**





# DO NOT SIGN THE TENANCY AGREEMENT IF



**If It is not affordable – you need to make sure you can afford the rent before you sign the tenancy.**

**Make sure you are happy with the property.**

**Also:**

- If there are outstanding repairs that the Landlord/Agent agreed to complete before you move in to the property.
- If the Landlord/Agent do not provide you with all the relevant information to go with the Tenancy Agreement
- If any additional payments agreed are not included and specified in the Tenancy Agreement



## THEN DO NOT SIGN



# TENANCY RIGHTS AND RESPONSIBILITIES

Tenants Rights and Responsibilities	Landlords Rights and Responsibilities
Pay Your rent on Time	Entitled to Rent on Time
Look After the Property - Keep it clean, deal with condensation/mould, take care of any furniture and appliances. Don't attempt any repairs or decorating without first contacting your Landlord or Agent to seek permission and guidance.	Maintain the structure and exterior of the property.
Read your Meter – beginning and ending	Carry out most repairs. If something is not working, report it to the landlord (or their agent) as soon as you can.
Be Neighbourly – no anti-social behaviour	Fit carbon monoxide alarms and smoke alarms in each room
Give Landlord at least one month's notice when you want to leave	Give tenant 2 months notice – unless there is a tenancy breach

# NEXT STEPS

The Procurement Team may contact you if they have suitable properties to offer you. This may be at short notice and may be outside of Southwark.

## PROCUREMENT TEAM CONTACT DETAILS:

Omar Harris

Lydia Woods

Thomas Watkins

Natalie Staples

Khalil Lewis-Brown

Keishan Simms

Email Address: [HousingSupply@southwark.gov.uk](mailto:HousingSupply@southwark.gov.uk)

Contact Number: 020 7525 4140 options 6

**YOU CAN ALSO USE THE SELF HELP PACK PROVIDED TO YOU BY YOUR CASEWORKER  
– IF YOU DO NOT HAVE THIS YOU WILL NEED TO SPEAK TO YOUR CASEWORKER TO  
ACCESS A PROPERTY VIA THE SELF HELP PACK**

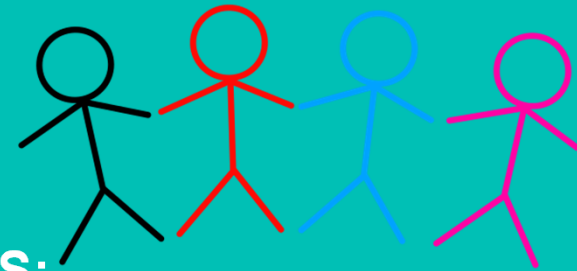


# NEXT STEPS

## SOUTHWARK RESETTLEMENT TEAM

As part of supporting you to find and resettle into Private Rented Sector Accommodation you may also have been referred to the Resettlement Team. They will support you with accessing benefits, setting up your new home, employment and education, working with other agencies, accessing childcare and other community services and other areas of support.

Can offer help and advice over the telephone



### RESETTLEMENT TEAM CONTACT DETAILS:

Marcelle Smith and Chelsey Williecarr – email address:

[ResettlementTeam@southwark.gov.uk](mailto:ResettlementTeam@southwark.gov.uk)



# THE END OF THE WORKSHOP BUT THE BEGINNING OF YOUR PROPERTY SEARCH



THANK YOU FOR VIEWING THE WORKSHOP

The next 2 following slides provide information on  
Employment and Training Services and are  
available to Southwark Clients

# ADDITIONAL SUPPORT



## SOUTHWARK IN PARTNERSHIP WITH BEAM

### Why meet with Beam?

**Beam fully funds training and helps you into work!**

Do you have a job but find it too unstable?

Are you unemployed and wanting to learn a trade or skill?

**Beam can help!**

[www.beam.org](http://www.beam.org)

All costs covered



Get a training course that suits you



Help finding work after training



## Southwark Works @ Thames Reach

Are you a Southwark Resident?

### Employment

Skills

&

Training

#### We offer the following;

- Access to training
- Information and Guidance Support
- Functional Skills Training
- Apprenticeship
- Work Placement
- Volunteering
- Housing Advice and Support
- Support into Mainstream Employment

***and many more.....***

#### Contact us for more Information

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