

Housing Options Help Sheet: End of AST

What you may need to do	What we may do
<ul style="list-style-type: none"> • Tell us what type of action has been taken by the landlord? Has a notice been issued or is there a Possession Order / Eviction Warrant? • Tell us if there any rent arrears, if so when did they start? Has there been any breach of tenancy? • Confirm if a deposit been paid? If so has it been protected a government registered scheme? • Provide name, address and contact number for Landlord 	<ul style="list-style-type: none"> • Contact landlord and explore option of abstaining from further action- establish on what terms this could happen • Explore reconciliation / mediation • Explain court process & access to suitable support at hearings
<ul style="list-style-type: none"> • Tell us where you have been living, and for how long? • Gain advice on rights, contact CAB / Shelter/ private solicitor 	<ul style="list-style-type: none"> • Make relevant checks with both internal and external agencies to verify your housing history
<ul style="list-style-type: none"> • Tell us about children or other members of the household and explain who are they staying with short and long term 	<ul style="list-style-type: none"> • Provide advice on visiting children and non-dependant adults in relation to our allocation policy
<ul style="list-style-type: none"> • You will need to tell us about the type of property you need • Look for alternative accommodation • Explore if there is any family that you could stay with • Consider access to employment 	<ul style="list-style-type: none"> • We will assess your basic housing needs • Provide advice on looking for PRA and explain Rent Deposit Scheme • Help identify potential Landlords/ Agents that are likely to assist • Explain where to look for rentals (shop windows / online/ shop windows/ social media) • Explore Lodgings if appropriate • Advise on eligibility for the Home Option scheme & raise awareness to intentionality investigations • Consider supported accommodation referral – Bromfield House • If pregnant consider referral for Railway Meadow
<ul style="list-style-type: none"> • You will need to provide the contact details of any other professionals working with you such as support workers/ Social Care? 	<ul style="list-style-type: none"> • We will advise you if we think you would benefit from additional support. We can refer to other agencies such as Peabody. • Establish any vulnerabilities (addiction, health & wellbeing)
<ul style="list-style-type: none"> • You will need to tell us about your income and expenditure and provide us copies of 	<ul style="list-style-type: none"> • Provide general benefit advice, refer to CAB or online sources to get advice on income

<p>bank statements</p> <ul style="list-style-type: none"> • Complete an income and expenditure sheet • Tell us of any savings you may have • Advise us if there more debt beyond arrears if applicable 	<p>maximisation</p> <ul style="list-style-type: none"> • Investigate sources of financial assistance for costs (Saffron Walden United Charities/ DHP/ Prevention Fund) • Establish the status of a claim for housing costs under UC or HB • Explore history of a claim for housing costs under UC or HB and maximise current claim (can any deductions for arrears / overpayment be managed better, any likelihood of underpayment?) • Complete income and expenditure sheet • Signpost to debt management charities like Step Change
<p>Useful contacts</p>	
<ul style="list-style-type: none"> • Citizens Advice Bureau (Uttlesford CAB) Web: http://www.uttlesfordcab.org.uk/ Call: 01799 618840 Email: bureau@uttlesfordcab.cabnet.org.uk • Civil Legal Advice (CLA) Web: www.gov.uk/civil-legal-advice Call: 0345 345 4 345 • Peabody Trust Essex Floating Support Service - Uttlesford Call: 0800 288 8883 • Universal Credit Web: gov.uk/apply-universal-credit Call: 0800 328 5644 • Money Advice Service: Telephone: 0800 138 7777 Website: www.moneyadviceservice.org.uk, Email: enquiries@moneyadviceservice.org.uk 	<ul style="list-style-type: none"> • Samaritans Web: samaritans.org Call: 116 123 • Shelter Web: www.shelter.org.uk Call: 0808 800 4444 • Turn2Us Web: www.turn2us.org.uk Call: Uttlesford CAB on 01799 618840 • Step Change www.stepchange.org • Property Guardians usually short term lets, sometimes sharing, need to be over 21, working, non smoker, no pets, £350 deposit, usually lower rent • Uttlesford District Council Web: www.uttlesford.gov.uk Call: 01799 510510 Email: uconnect@uttlesford.gov.uk