

Last Updated: Wednesday, 26 November 2014 18:56

### **Finding a suitable room**

Quite often clients know somewhere or can find somewhere themselves. However some do need help.

- The Administrator has information about landlords SWVG is currently using
- Janet Mellor has a longer list with other possible landlords
- The Echo on Thursdays has adverts for vacancies
- Many landlords simply put a notice in the window of the house

Shirley, Polygon, Newtown, St Mary's are all good places to look.

### **Deposits**

If a deposit is required we normally use a paper bond deposit from the Churches Rent Deposit Scheme. This is a legally binding agreement whereby the scheme pays for any damage up to the deposit amount. It is run by Martin Kelland at Avenue St Andrew's Church. He can be contacted on 02380 904529, Mon & Weds 1330-1600, Tues & Thurs 0930-1530.

Before contacting landlords, find out if the Churches Rent Deposit Scheme are able to allocate for another bond. If they cannot help us it will mean looking for a room where a deposit is not needed - as SWVG does not have enough money to pay for deposits.

Martin always makes an inventory of the room, plus kitchen etc, meeting both the landlord and the tenant.

### **Rent**

Ask whether the rent includes gas, electricity, water, council tax.

The maximum rent, including all bills, that SWVG can pay is £65 per week. Of course a lower rent means that we can help more people. The lowest that anyone has managed to find is £40 per week.

### **Visiting the room**

Check that the room is OK before agreeing anything.

Also check the shared facilities - kitchen, loo, bathroom.

It's worth finding out what the cleaning arrangements are, in particular whether there is a working Hoover. Also find out what facilities there are for storing food.

**Southampton and Winchester Visitors Group** *Working with asylum seekers and refugees*  
**Patrons:** Miriam Margolyes OBE, John Pilkington, Dr Shirley Firth **Registered charity:** 1103093

SWVG P O Box 1615 Southampton, SO17 3WF

**Email:** admin@swvg-refugees.org.uk **Telephone:** 0750 317 6350 **Web:** www.swvg-refugees.org.uk

### **Notifying the SWVG Administrator**

As soon as you have agreed to take the room contact the Administrator to make arrangements to make a direct payment for the first 4 weeks rent. A direct payment can be made quickly and reach the landlord's bank account almost immediately. Occasionally there may be circumstances in which a cheque may be necessary to secure the accommodation. A cheque can be arranged. Only in very exceptional circumstances may it be necessary to pay cash.

### **Bedding, kitchen equipment, cups, plates, etc**

Find out what your client will need. Often kitchen equipment is supplied but nothing else.

SWVG has a supply of duvets, pillows, sheets, towels etc, all of which have been donated. Pam Humphreys (Avenue St Andrew's Church) kindly stores them for us in Southampton. If your client needs bedding, phone her on 02380 677031.

If your client needs crockery contact the Administrator or the Co-ordinator and we can e-mail the group to see if anyone has any spare.

### **Agreement with the landlord**

When the client moves in, take 2 copies of the SWVG form, one for you and one for the landlord to keep. Both sign each copy.

### **Payment of rent**

We normally pay in advance for each 4-week period. Arrange for the Administrator to make a direct payment on the day of moving.

Subsequent payments will be made by the Administrator directly into the landlord's bank account and notification will be sent by post. Preferably, notification can be emailed if an email address is obtained.

### **Details to Administrator**

The Administrator needs to know:

- 1) Landlord's address and telephone
- 2) Address of the room
- 3) Date that client moved in
- 4) Details of rent and whether or not it includes bills (gas, electricity, water, council tax).
- 5) Bank account details, account holder's name, account number and sort code.

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