

**Chapter 6: Shelter Benefits**  
**(vii) Security Deposits**

<b>Intent:</b>	To provide assistance to an applicant/recipient to help offset the cost of a security deposit
<b>Act:</b> (if applicable)	<b>24(2)(b)</b> the income or employment support paid was agreed, in writing at the time the support was paid or in the course of its being paid, to be repayable.
<b>Regulations:</b>	19.(5)(d) a contribution towards a security deposit of up to three-quarters of a month's rent, based upon rent which shall not exceed the maximum amount permitted in these regulations
<b>Overview:</b> (if applicable)	N/A
<b>Policy:</b>	<ul style="list-style-type: none"> <li>• A contribution towards a security deposit can be provided to applicants/recipients to meet the conditions of the Residential Tenancies Act.</li> <li>• The Department will pay a security deposit of up to 3/4 of the actual monthly rental amount, however, the maximum contribution towards a security deposit is \$372 which is the maximum permitted by Regulation.</li> <li>• The Department assumes no liability or legal responsibility for rent or any breach of the tenancy agreement.</li> <li>• Applicants/recipients shall obtain the security deposit from the current landlord/landlady when moving to new rental accommodations.</li> <li>• Applicants/recipients shall provide written verification, from the landlord/landlady or representative of the landlord/landlady, of the actual amount of the monthly rent and required security deposit.</li> <li>• If the contribution towards the security deposit is less than the actual security deposit required, the applicant/recipient is responsible for negotiating the remaining balance with the landlord/landlady.</li> <li>• A contribution towards a security deposit <b>shall not be provided</b> to applicants/recipients moving into subsidized</li> </ul>

	<p>Newfoundland and Labrador (NLH) housing units. Individuals receiving a rental subsidy from Health and Community Services (HCS) or the Canada Housing Benefit (CHB) renting from a private landlord, are eligible for a contribution towards a security deposit.</p> <ul style="list-style-type: none"> <li>• The amount provided towards the security deposit is automatically set up as an overpayment in CAPS and recovered from future Income Support benefits.</li> </ul>
<p><b>Procedure:</b></p>	<p>Client Services Officers must:</p> <ul style="list-style-type: none"> <li>• obtain required verification from the applicant/recipient and forward to TRIM.</li> <li>• determine if the recipient received a refund of security deposit from the previous landlord/landlady prior to considering another contribution towards a security deposit.</li> <li>• deduct any amount refunded to the client from a previous security deposit, from the calculated contribution the Department will provide towards the requested security deposit.</li> <li>• prior to providing a contribution towards the security deposit, advise the recipient that the amount provided will be set up as an overpayment. Notify the recipient in writing of the overpayment, attaching the Notice of Overpayment, and advise the recipient of his/her right to appeal.</li> <li>• when considering a second request for security deposit, determine if the recipient received a security deposit refund from a previous landlord/landlady or have other resources (i.e. liquid assets) to address the security deposit requirement.</li> </ul>
<p><b>Authority Level:</b></p>	<p>Client Services Officer</p>
<p><b>Date revised:</b></p>	<p>September 27, 2023</p>