



# Housing Options

## Easy Read Guide





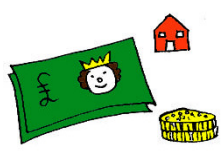

A guide to help you find  
private rented housing

# The Housing Options Service

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| <ul style="list-style-type: none"><li>If you are looking for somewhere to live the Housing Options team may be able to help you</li></ul>  |  |
| <ul style="list-style-type: none"><li>There are not enough council houses in Brighton and Hove for everyone, so this guide is about finding a private rented flat</li></ul> <p>A private rented flat is a flat that is owned by a private landlord that you rent from them</p> |  |




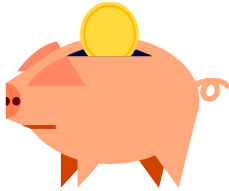


## Tips for renting successfully

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| <ul style="list-style-type: none"><li>Start looking as soon as you know you need to find somewhere new</li></ul>  |  |
| <ul style="list-style-type: none"><li>Remember you might need a reference from your last landlord</li></ul> <p>Reference – a letter from your last landlord that says if you were a good tenant</p> |  |

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| <ul style="list-style-type: none"> <li>• Find out how much rent you can afford before you start looking</li> <li>• Don't give any money to anyone until you are sure you can take that tenancy</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• Be patient, it might take some time to find a property</li> </ul>  |  |

## How to start looking for somewhere to live

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| <ul style="list-style-type: none"> <li>• You can look in the local newspapers like The Argus or The Friday Ad</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• You can look in shop windows and on notice boards</li> <li>• You can look at Letting Agents</li> </ul> <p>Letting agents have shops that you can visit and look at the property to rent</p> |  |

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| <ul style="list-style-type: none"><li>You may need rent in advance</li></ul> <p>Rent in advance – money you pay the landlord before you move in</p>  |    |
| <ul style="list-style-type: none"><li>If you do not have the money you can ask your nearest benefits agency or jobcentre plus for some advice</li></ul>  |    |
| <ul style="list-style-type: none"><li>You may need a deposit</li></ul> <p>This is money you give to your landlord before you move in to pay for any damages when you move out</p>                      |    |
| <ul style="list-style-type: none"><li>If you have your own savings you can pay the deposit yourself</li></ul>  |  |
| <ul style="list-style-type: none"><li>If you have no savings, Housing Options may be able to help</li></ul>  |  |
| <ul style="list-style-type: none"><li>You might need a guarantor</li></ul> <p>A guarantor is someone you know who agrees to pay the rent if you cannot it could be a family member or close friend</p> |  |

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| <p><b>Help with paying the rent</b></p> <ul style="list-style-type: none"> <li>You can apply for housing benefit if you cannot afford to pay the rent</li> <li>You can call the housing benefit team on <b>01273 292000</b></li> </ul> |   |
| <p><b>If you are not happy</b></p> <ul style="list-style-type: none"> <li>If you are not happy with the service you can contact Housing Options</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>If you are still not happy you can make a complaint to the council</li> </ul>   |  <p>Brighton &amp; Hove<br/>City Council</p>  |
| <p>Standards and Complaints<br/>Brighton &amp; Hove City Council<br/>Freepost SEA 2560<br/>Brighton<br/>BN1 1ZW</p>  |   |
| <p>Freephone: <b>0500 291 229</b></p> <p>Email: <a href="mailto:complaints@brighton-hove.gov.uk">complaints@brighton-hove.gov.uk</a></p>   | <br> |

# How to contact Housing Options

Telephone: **01273 293111 / 01273 293157**  
**Monday – Friday 9am – 5pm**

Email: [housing.advice@brighton-hove.gov.uk](mailto:housing.advice@brighton-hove.gov.uk)

Post: Housing Options  
1<sup>st</sup> Floor Bartholomew House  
Bartholomew Square  
Brighton  
BN1 1JP

Visit: City Direct Reception  
Bartholomew Square  
Brighton  
BN1 1JP

**Monday – Friday 9am – 4.30pm**



## Equalities

- Brighton & Hove City Council is committed to treating all customers fairly regardless of disability, gender, sex, cultural background, ethnicity or religion
- We will make sure all our customers are treated fairly and equally

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| <b>Translation? Tick this box and take to any council office.</b>  |   |
| ترجمة؟ ضع علامة في المربع وخذها إلى مكتب البلدية.  | Arabic <input type="checkbox"/>               |
| অনুবাদ? বক্সে টিক চিহ্ন দিয়ে কাউন্সিল অফিসে নিয়ে যান।  | Bengali <input type="checkbox"/>              |
| 需要翻譯? 請在這方格內加別, 並送回任何市議會的辦事處。  | Cantonese <input type="checkbox"/>            |
| ترجمه؟ لطفاً این مربع را علامتگذاری نموده و آن را به هر یک از دفاتر شهرداری ارائه نمایید.                  | Farsi <input type="checkbox"/>                |
| Traduction? Veuillez cocher la case et apporter au council.  | French <input type="checkbox"/>               |
| 需要翻译? 请在这方格内划勾, 并送回任何市议会的办事处。  | Mandarin <input type="checkbox"/>             |
| Tłumaczenie? Zaznacz to okienko i zwróć do któregoś z biura samorządu lokalnego (council office).          | Polish <input type="checkbox"/>               |
| Tradução? Coloque um visto na quadrícula e leve a uma qualquer repartição de poder local (council office). | Portuguese <input type="checkbox"/>           |
| Tercümesi için kareyi işaretleyiniz ve bir semt belediye bürosuna veriniz                                  | Turkish <input type="checkbox"/>              |
|  | other (please state) <input type="checkbox"/> |
| <b>This can also be made available in large print, Braille or on audio tape</b>                            |   |



**Brighton & Hove  
City Council**