

Chapter 6: Shelter Benefits

(vi) Security Deposits

Intent:	To provide assistance to an applicant/recipient to help offset the cost of a security deposit
Act: (if applicable)	24(2)(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.
Regulations:	19.(5)(d) a contribution of up to \$522 towards a security deposit, not to exceed three-quarters of the amount of rent payable for one month;
Overview: (if applicable)	N/A
Policy:	<ul style="list-style-type: none"> A contribution towards a security deposit can be provided to applicants/recipients to meet the conditions of the Residential Tenancies Act. The Department will pay a contribution toward a security deposit of up to \$522, but not to exceed three quarters of the actual monthly rental amount. The Department assumes no liability or legal responsibility for rent or any breach of the tenancy agreement. Applicants/recipients shall obtain the security deposit from the current landlord when moving to new rental accommodations. Applicants/recipients shall provide written verification, from the landlord or representative of the landlord, of the actual amount of the monthly rent and required security deposit. If the Department's 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. A contribution towards a security deposit shall not be provided to applicants/recipients moving into subsidized Newfoundland and Labrador (NLH) housing units. Individuals

	<p>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">• The amount provided towards the initial security deposit will not be set up as an overpayment, however any subsequent security deposits will automatically be set up as an overpayment in CAPS and recovered from future Income Support benefits.
Procedure:	<p>Client Services Officers must:</p> <ul style="list-style-type: none">• obtain required verification from the applicant/recipient and forward to TRIM.• when considering a subsequent request for a security deposit, determine if the recipient received a security deposit refund from the previous landlord or has other resources (i.e. liquid assets) to address the security deposit requirement.• prior to providing a contribution towards the subsequent security deposit, advise the recipient that any amount provided for a subsequent security deposit 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 their right to appeal.
Authority Level:	Client Services Officer
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