

information on procedures & fees

Updated 1 July 2025



Reserving a property

To reserve a property SAB, require ALL the following documentation: (ALL prospective occupants of the property that are over 18 years old MUST provide references and be party to the tenancy agreement. Tenants must be 18 or over by law.)
2 forms of ID – Must include passport or driving license and for all foreign nationals the current Right to Rent requirements must be met. Proof of valid visa required immediately upon application and we must see original ID with the applicants in person before keys can be issued. Proof of address – Must be a utility bill or bank/ credit card statement and be dated within the last 3 months.

If these documents are not supplied within 48 hours of paying the Holding Deposit the application is at risk.

Holding deposit per tenancy

Assured Shorthold Tenancy: A holding deposit of one weeks rent (Rent x 12 divided by 52) will be required to secure the property for application and therefore be removed from the market. This amount will be held until the agreed tenancy start date at which time it will be allocated to the first months rent. The Holding Deposit is not refundable if the applicant (or any relevant person such as guarantor) withdraws from the tenancy, fails to supply valid ID & Right to Rent documents before agreed tenancy start date, fails the Right to Rent checks, has provided significant, false or misleading information which affects the Landlords reasonable decision to proceed with the tenancy or if the applicant fails to take all reasonable steps to enter into the tenancy agreement by the agreed tenancy start date.

Company Let - Non-AST Tenancy Agreement - £300 fee due on application - non-refundable if the applicant is not approved due to adverse data/ reference or if the applicant withdraws.

Guarantor requirements

Guarantors must be based in England or Wales (not Scotland, Northern Ireland or abroad).

References

References will be obtained as quickly as possible, but it is advisable to allow at least 10 working days. It is a prerequisite of being considered for a tenancy in one of our properties that the tenant assessment supplied is completed in full.

Students

If you are applying for a student property it is your responsibility to ensure you provide the Council & SAB with a council tax exemption certificate prior to the start of your tenancy or keys will not be released. If your circumstances change during the tenancy and you are no longer a student, it is your responsibility to cover the full council tax charges that become applicable to that property.

Deposit & Rent

A cash deposit of five weeks rent is due per tenancy where the rent is less than £50 000 per year. A cash deposit of six weeks rent is due per tenancy where the rent is more than £50 000 per year. The cash deposit will be required in cleared funds on or before the day of signing the tenancy agreement. If there is more than 14 days between the Holding Deposit payment and tenancy start date the tenants will be required to sign the tenancy agreement in advance and pay the remainder of the first month's rent in advance (less the one weeks rent holding deposit).

Tenancy start date

The exchange of documentation, payment of final monies and hand over of keys must take place in our office, Monday to Friday at a pre-agreed time no later than 4 pm, on the tenancy start date. All named tenants must sign the Tenancy Agreement, all monies due must be cleared with SAB and ID provided in the office in person prior to the release of keys.

Lost keys or other security devices

The tenant is liable for the actual cost of any lost key(s) or other security device(s). If the loss results in the lock(s) needing to be changed, the actual cost of a locksmith, new lock and replacement keys for the tenant, landlord or any other person requiring keys will be charged to the tenant. If the extra costs are incurred there will be a £20 per hour including VAT for the time taken in replacing lost key(s) or other security device(s).

Tenant request for variation of tenancy terms

The tenant is liable for a charge of £50 including VAT for any variation of contract request. This covers the costs associated with taking the landlord's instructions as well as the preparation and execution of new legal documents. The tenant is liable for a charge of £50 including VAT (or any reasonable costs incurred if higher) where the tenant requests to change a sharer (named individual tenant). This is to cover the cost associated with taking the landlord's instructions, new tenant referencing and Right to rent checks, deposit registration as well as the preparation and execution of new legal and tenancy related documents.

Tenancy request to end tenancy earlier than fixed term end date

Should the tenant wish to leave earlier than their tenancy agreement expiry date they should be liable for the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Late rent interest charges

Interest at 3% above the Bank of England Base Rate will be charged to the tenant from the rent due date until paid to pursue non-payment of rent. Please note: This will not be levied until the rent is more than 14 days in arrears and can be charged at any time after this.

End of tenancy

At the end of a tenancy, the property must be left in accordance with the tenancy agreement and inventory obligations. This includes to a professional standard of cleaning throughout the property including carpets, windows. As soon as practicable after the property has been vacated, we will arrange a check out and to negotiate the return of the deposit which will be dealt with in accordance with the procedures set out in the Tenancy Agreement and will be subject to the Tenancy Deposit Protection Scheme procedures and regulations.