

RESERVING A PROPERTY

To reserve a property SAB require ALL of 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 licence and for all non EU nationals it must include a visa

Proof of address – Must be a utility bill or bank/ credit card statement and be dated within the last 3 months. Once we are in receipt of all of the above required documents, the application fee will be required in full. Please note that the landlord then has final approval before the application process begins.

APPLICATION FEES

£250 for a single person or couple or £130 for a single person for a room only tenancy application. In the case of a multiple occupation tenancy £130 per additional person or where a guarantor is required £100 per person. In the event of a change-over of individuals to a current tenancy agreement £250. Company Let £310. This fee is non-refundable if the application is not approved due to adverse data/ reference or the applicant withdraws. This fee is the applicant's contribution towards costs for: documentation checks including ID & immigration, credit and reference checks, negotiation of terms and production of tenancy agreement and any other necessary documentation such as Deed of Guarantee where applicable.

GUARANTOR REQUIREMENTS

Guarantors must be based in England (not Scotland, Wales or abroad) and must be an immediate relative to the tenant.

REFERENCES

References will be obtained as quickly as possible, but it is advisable to allow at least 10 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 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 deposit equal to 1.5 month's rent 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 application fee payment and tenancy start date the tenants will be required to sign the tenancy agreement in advance and pay a holding deposit being the first month's rent in advance. This holding deposit is non-refundable if the tenancy agreement with the prospective tenants is not entered into due to the tenants withdrawing. This applies regardless of which party paid the holding deposit. The first month's rent is payable in advance in cleared funds and thereafter monthly in advance by standing order or direct debit.

TENANTS INSURANCE WITH ACCIDENTAL DAMAGE COVER

It is a mandatory requirement that tenants MUST have insurance, which provides accidental cover for landlord's contents, fixtures & fittings. Proof of insurance must be provided prior to the start of a tenancy. Alternatively, insurance can be provided for £7500 cover of tenant's contents and includes the landlord's accidental cover. Further information and costs can be provided upon request.

IN-GOING DATE

The handover of keys must take place in our office, Monday to Friday at a pre-agreed time no later than 4 pm, on the tenancy commencement start date. This can only take place after the tenancy agreement has been signed and completed and the full rent and deposit due has been paid through the Goodlord website. Keys will only be released once proof of the insurance clause above has been satisfied. This is either a certificate and policy details supplied by you showing the required wording or by completing the NWBIB insurance application and making necessary payment in full.

RENEWAL FEES

At the end of a fixed term tenancy agreement the owner may invite the tenants to renew for a further fixed term period. Should the tenant accept such an invitation a renewal fee of £75 will be charged to the tenant as their contribution towards the cost of negotiating terms and the preparing and processing of the supplementary tenancy documentation.

PENALTY FEES

A £30 late fee can be charged when it is necessary for the landlord or agent to contact the tenant to request payments for arrears/ overdue charges where tenants are aware of their obligation to pay but do not do so on time making it necessary to chase for overdue payments.

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 professional cleaning of the property including carpets, windows and sweeping of chimneys, for which proof of the work must be provided. As soon as practicable after the property has been vacated, we will arrange a check out for which a charge of £110 will be made (or £60 for room only tenancies). This is the tenant's contribution towards costs for the agent to attend to carry out a detailed inspection and to produce a report to compare to the original inventory and condition report, 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.

INDEPENDENT REDRESS SCHEME & CLIENT MONEY PROTECTION

SAB are registered with The Property Ombudsman redress scheme and also ARLA who provide client money protection.