

FEES TO: **LANDLORDS**

Setup Fee (Landlord's Share): £330.00 (inc. VAT) **Room Setup Fee (Landlord's Share):** £150.00 (inc. VAT)

- Agree the market rent and find a Tenant/s in accordance with the Landlord guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

INVENTORY / CHECK OUT FEE'S

Inventory Fee (Landlord's share) available on request - Dependent on the number of bedrooms and/or size of the property and outbuildings. Please call your Property Manager for a quotation.

Deposit Registration Fee: £37.50 (inc. VAT). Tenancy Find Service Fee: £50.00 (inc. VAT).

Register Landlord and Tenant details and protect the security deposit with a Government-authorized Scheme
Provide the Tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Additional property visits: £90.00 (inc. VAT)

To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Instruction of a Domestic Energy Assessor for an EPC - valid for 10 years £120.00 (inc. VAT)

Gas and Electrical safety Testing Combined Certificate - £199.00 (inc. VAT)

Gas and Electrical safety Testing Individual Certificates - £106.00 (inc. VAT)

Submission of non-resident Landlords receipts to HMRC - £90.00 (inc. VAT) quarterly

To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the Landlord or HMRC

Progressing Insurance Claims - 10% of total claim value

Obtaining more than two contractors quotes - £60.00 (inc. VAT) per quote

Renewal Fee (Landlords share) - £125.00 (inc. VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Portfolio Service - £275.00 (inc. VAT)

Amendment Fee £60.00 (inc. VAT)

Contract negotiation, amending terms and updating the Tenancy Agreement during the term of the current tenancy

Court Attendance - £300.00 (inc. VAT) per half day

Smart Rent Protection Plus - 6 Months Cover £108 (inc. VAT), 12 months cover £204 (inc. VAT)

Section 21 Warranty - 6 Months Cover £108 (inc. VAT), 12 months cover £144 (inc. VAT)



Find out more at: **PROSPECT.CO.UK**

FEES TO: **LANDLORDS**

LEVEL OF SERVICE OFFERED

Portfolio service: 1 month's rent + VAT (Inclusive of VAT 10.8%)

Includes:

- Collect and remit initial month's rent received
- Agree collection of any shortfall and payment method
- Provide Tenants with method of payment
- Deduct any pre-tenancy invoices
- Make any HMRC deductions and provide Tenants with the NRL8 (if relevant)

Rent Collection service: 12% + VAT (Inclusive of VAT 14.4%)

Includes:

- Collect and remit the monthly rent received
- Deduct commission and other works costs
- Arrange payments from rental for statutory requirements
- Pursue non-payment of rent and provide any advice on the rent arrears protocol if required.

Fully Managed service: 15% + VAT (Inclusive of VAT 18%)

Includes:

- Collect and remit the monthly rent received
- Pursue non-payment of rent and provide any advice on the rent arrears protocol if required.
- Deduct commission and other works costs
- Advise all relevant utility providers of changes
- Undertake two inspection visits per annum and notify Landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout tenancy term
- Emergency 24 hour contact number

Overseas Management: 17% + VAT (Inclusive of VAT 20.4%)

This service includes everything from our Fully Managed Service plus the following for our Overseas Service:

- Quarterly Non Landlords Residence Tax submission to HMRC
- Annual Non Landlords Residence Tax submission to HMRC

Room Management Service: 20% + VAT (Inclusive of VAT 24%)

This service includes everything from our Fully Managed Service, especially for our HMO and Room Landlords:

- Management of any HMO licence
- Multiple Tenant Management
- Management of Regular Cleaning / Gardening contracts



Find out more at: **PROSPECT.CO.UK**