



# LANDLORD PROSPECTUS

PROFESSIONAL PROPERTY  
MANAGEMENT & LETTING  
AGENTS

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## CONTACT US

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# PROPERTY HEALTHCHECK

Before you start renting your property we will make recommendations to help attract the right tenant & the best rent, e.g. grouting tiling, cleaning appliances, a fresh coat of paint, tidy of the garden etc.

We'll also check that you have at least one working smoke alarm on each level, & a working carbon monoxide alarm in any room which has a fixed combustion appliance (excluding gas cooker).

We can also help you organise the mandatory inspections & tests that a landlord must carry out prior to the commencement of a tenancy; EPC, gas safety, electrical, portable appliance testing & Legionella risk assessment (as applicable & subject to additional charges). Thereafter, we'll ensure these are renewed on the appropriate dates.

Lastly, & unfortunately we can't do these for you, you will need to;

- Provide two complete sets of keys
- Maintain buildings & contents insurance (as appropriate)
- Notify insurance & mortgage providers (as applicable)
- Register deposit (tenant find & rent collection only)



# PROPERTY FURNISHING

We recommend that all properties have modern kitchens, bathrooms & heating systems. Thereafter you can choose whether to let:-

**Unfurnished:** carpets, curtains, light fittings & an oven.

**Part Furnished:** as above, plus some main items of furniture.

**Furnished:** all essential items of furniture & appliances, including sofas, tables & chairs, beds, wardrobes, kitchen white goods (please also leave/retain the manuals), kitchenware & gardening tools – all as appropriate for the property size & type.

We do not recommend leaving electrical items such as televisions, stereo equipment etc. in the property, noting that if any such items are left, they may require annual PAT testing when they reach +3 years old.

It is also important to ensure that any supplied upholstered furniture meets all fire resistance requirements as defined in the **The Furniture & Furnishings (Fire Safety Amendment) Regulations 1993**. This means any headboards, mattresses, bed bases, soft furnishings, etc. in a furnished letting must have a fire resistant filling & match resistant cover fabric with both needing to have passed a cigarette resistance test.







# PROFESSIONAL STANDARDS

Established in 1998, we have over 25 years' experience in letting Northamptonshire properties & are also accredited members of the following professional bodies:-

- ARLA Propertymark
- ARLA Client Money Protection Scheme
- The Property Ombudsman
- Tenancy Deposit Service

The selected tenant will undergo strict referencing through a professional referencing company, the results of which are shared with you.

We also offer, with our fully managed service, **Landlords Rent Guarantee & Legal Expenses Insurance** (additional costs apply) & a dedicated support team all of whom are experienced, friendly, well informed, honest & efficient.

Our track record of exceptional reviews is a testament to the hard work & dedication of our team. With a wealth of experience & a passion for excellent service, we continue to be the trusted choice for all your letting needs in Northamptonshire.





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# INCOME TAX



Tax is payable to HMRC on rental income, less allowable expenses such as letting agent fees, accountant fees, insurance, wear & tear repairs, etc. For further guidance please visit [www.gov.uk/renting-out-a-property/paying-tax](http://www.gov.uk/renting-out-a-property/paying-tax)

**UK Landlords** Your rental income & allowable expenses should be declared on your Self Assessment tax return.

**Overseas Landlords** If you live abroad for 6 months or more per year, you're classed as a 'non-resident landlord' by HMRC even if you're a UK resident for tax purposes.

If you want to pay tax on your rental income through Self Assessment, you will need to complete a NRL1 form in order for HMRC to provide the letting agent with an exemption certificate.

Alternatively, your letting agent will deduct basic rate tax from your rent (after allowing for any expenses they've paid) & provide you with a certificate at the end of the tax year saying how much tax they've deducted. Further guidance from HMRC is available at [www.gov.uk/tax-uk-income-live-abroad/rent](http://www.gov.uk/tax-uk-income-live-abroad/rent)



# SERVICE LEVELS

We offer three tiers of service; Tenant Find, Rent Collection & Fully Managed. In brief these provide the following main service aspects:-

## TENANT FIND

Property Healthcheck, Marketing, Accompanied Viewings, Referencing & Tenancy Agreement.

## RENT COLLECTION

Property Healthcheck, Marketing, Accompanied Viewings, Referencing, Tenancy Agreement, Rent Collection & Processing, Arrears Chasing.

## FULLY MANAGED

Property Healthcheck, Marketing, Accompanied Viewings, Referencing, Tenancy Agreement, Rent Collection & Processing, Arrears Chasing, Inventory, Deposit Collection & Registration, Property Inspections, Maintenance & Repairs Coordination, Notifying Utility Service Providers, Serving Notices.



# OUR CHARGES

(inclusive of VAT)



All fees include VAT	Tenant Find	Rent Collection	Fully Managed
Set Up Fee	£500	£475	£450
Monthly Fee	N/A	7%	12%
Market Appraisal	✓	✓	✓
Property Health Check	✓	✓	✓
Advertising	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Tenant Referencing	✓	✓	✓
Tenancy Agreement Preparation	✓	✓	✓
Inventory – 1 Bedroom Property	£150	£150	✓
Inventory – 2 Bedroom Property	£180	£180	✓
Inventory – 3 Bedroom Property	£210	£210	✓
Inventory – 4 Bedroom Property	£250	£250	✓
Inventory – 5+ Bedroom Property	£280	£280	✓
Right to Rent Checks	£50 per tenant	£50 per tenant	✓
Rent Collection & Processing	-	✓	✓
Chasing Arrears	-	✓	✓
Repairs & Maintenance Coordination	-	-	✓
Property Inspections	-	-	✓
Notifying Gas, Electricity, Water & Council Tax Providers Serving	-	-	✓
Notices	£90	£90	✓
EPC	£90	£90	£90
Gas Safety Certificate	£102	£102	£102
Gas Safety Certificate & Service	£180	£180	£180
Legionnaires Risk Assessment	£90	£90	£90
Electrical Installation Condition Report	£180	£180	£180
Supply & Install Smoke Alarm(s) - <i>price shown for 1 unit</i>	£90	£90	£90
Supply & Install Carbon Monoxide Detector(s) - <i>price shown for 1 unit</i>	£96	£96	£96
Deposit Collection & Registration	-	-	£4.80 per month
Renewal Negotiations	£150	£150	£100
TDS Dispute Processing	£240	£240	£75
Additional Property Visits	-	-	£60
Obtaining 3 or more Contractor Quotes	-	-	£30 per quote
Insurance Claims Handling	-	-	£150
Paper Statements	£4.20 per statement	£4.20 per statement	£4.20 per statement
Cheque Payment	£10.00 per cheque	£10.00 per cheque	£10.00 per cheque
<b>Termination Charges</b>			
Withdrawal Fee (after tenant application)	N/A	N/A	£600
Termination Fee (if tenant remains in property)	N/A	N/A	1 Months' Rent
Tenant Property Purchase (via Jackson Grundy)	1.5%	N/A	1.5%
Tenant Property Purchase (other agent)	1.8%	N/A	1.8%





# INNOVATIVE MARKETING

rightmove



ZOOPLA

OnTheMarket

## NORTHAMPTONSHIRE LETTING EXPERTS

We believe our marketing coverage is unrivalled in Northamptonshire. Alongside innovative social media content & portal live feeds.

Our bespoke website [jacksongrundy.com](http://jacksongrundy.com) featuring responsive mobile site.

High profile branches in Northampton & Daventry open 6 days a week.



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WWW.JACKSONGRUNDY.COM