



# Layco

Sales, Lettings & Property Management.

## Fee & Service Schedule

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[LAYCOPROPERTIES.CO.UK](http://LAYCOPROPERTIES.CO.UK)

01296 791 960

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# Thank You For Contacting Layco

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We are an independent lettings and property management specialist with fully qualified staff.

Our office is situated within Aylesbury Town Centre and our portfolio of managed properties spans across Aylesbury, Leighton Buzzard, Milton Keynes and their surrounding Villages.

Declen set up Layco Properties in 2019 to help landlords get more from their investments whilst ensuring compliance and receiving a dedicated and personal service which they deserve.

Since opening in 2019 we have built a reputation amongst our landlords and tenants for being approachable, honest and diligent.

# Tenant Find Service

12% of 12 months gross rent (incl VAT)

Minimum Fee - £740 incl VAT

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Initial visit to understand your requirements

Advise on current rental market conditions and expected rental price

Advise on legal aspects of letting a property

Erect a to let board (where permitted)

Marketing online via various portals and social media outlets.

Arrange and conduct accompanied viewings by a qualified member of staff

Negotiate terms of tenancy between you and the tenant

Conduct tenant referencing\* *£20 incl vat for each adult reference*

Conduct right to rent check\* *£20 incl vat for each adult check*

Produce tenancy agreement

Register and protect the tenancy deposit with the TDS\* *£65 incl vat*

Process release of deposit upon written consent/agreement from landlord and tenant\* (where a dispute arises and evidence must be collated and submitted a charge of £150 incl VAT will be applied)

## NOTE

Landlord must provide Layco Properties with a valid EPC, EICR, GSC, Legionella Risk Assessment, Proof of ownership, Proof of consent to let from a mortgage provider, Proof of building insurance and copies of ID for any named owners before a tenancy agreement can be drawn up.

# Tenant Find Service

12% of 12 months gross rent (incl VAT)

Minimum Fee - £740 incl VAT

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## Optional Extras

Renewal of Tenancy Agreement £130 (inc VAT)

Annual Tenancy deposit scheme Registration £65 (inc VAT)

Professional Inventory and Check in document:

Studio Apartment From £140 (inc VAT)

One Bedroom Property From £164 (inc VAT)

Two Bedroom Property From £186 (inc VAT)

Three Bedroom Property From £200 (inc VAT)

Four Bedroom Property From £224 (inc VAT)

Five Bedroom Property From £248 (inc VAT)

Six Bedrooms + POA

Professional Tenancy Check out document:

Studio Apartment From £106 (inc VAT)

One Bedroom Property From £124 (inc VAT)

Two Bedroom Property From £138 (inc VAT)

Three Bedroom Property From £154 (inc VAT)

Four Bedroom Property From £170 (inc VAT)

Five Bedroom Property From £190 (inc VAT)

Six Bedrooms + POA

Arranging contractor works/safety checks/key cutting - £45 (inc Vat) plus cost of work.

Mid tenancy inspection -£110 (inc VAT)

Service of notice (S13/S8/S21 etc) £120 (inc VAT)

# Rent Collection Service

12% of monthly gross rent (incl VAT)  
plus £360 set up fee (incl VAT)

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Initial visit to understand your requirements.

Advise on current rental market conditions and expected rental price.

Advise on legal aspects of letting a property

Erect a to let board (where permitted)

Marketing online via various portals and social media outlets.

Arrange and conduct accompanied viewings by a qualified member of staff

Negotiate terms of tenancy between you and the tenant

Conduct tenant referencing\* £20 incl vat for each adult reference

Conduct right to rent check\* £20 incl vat for each adult check

Produce tenancy agreement

Register and protect the tenancy deposit with the TDS\* £65 incl vat

Collection of rent as specified in tenancy agreement

Payment of rent to landlord minus any agreed deductions

Periodic rental statement

Annual rental income statement or duplicate statements upon request\* £25 inc VAT

Chasing tenants for any outstanding payments and giving advice to landlords on any further action that may be required

Process release of deposit upon written consent/agreement from landlord and tenant\* (where a dispute arises and evidence must be collated and submitted a charge of £120 incl VAT will be applied)



# Rent Collection Service

12% of monthly gross rent (incl VAT)  
plus £360 set up fee (incl VAT)

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## NOTE

Landlord must provide Layco Properties with a valid EPC, EICR, GSC, Legionella Risk Assessment, Proof of ownership, Proof of consent to let from a mortgage provider, Proof of building insurance and copies of ID for any named owners before a tenancy agreement can be drawn up.

## Optional Extras

Renewal of Tenancy Agreement £130 (inc VAT)  
Follow Up Right to Rent Checks £40 per adult (inc VAT)  
Annual Tenancy deposit scheme Registration £65 (inc VAT)

### Professional Inventory and Check in document:

Studio Apartment From £140 (inc VAT)  
One Bedroom Property From £164 (inc VAT)  
Two Bedroom Property From £186 (inc VAT)  
Three Bedroom Property From £200 (inc VAT)  
Four Bedroom Property From £224 (inc VAT)  
Five Bedroom Property From £248 (inc VAT)  
Six Bedrooms + POA

### Professional Tenancy Check out document:

Studio Apartment From £106 (inc VAT)  
One Bedroom Property From £124 (inc VAT)  
Two Bedroom Property From £138 (inc VAT)  
Three Bedroom Property From £154 (inc VAT)  
Four Bedroom Property From £170 (inc VAT)  
Five Bedroom Property From £190 (inc VAT)  
Six Bedrooms + POA

Arranging contractor works/safety checks/key cutting - £45 (inc Vat) plus cost of work.

Mid tenancy inspection -£110 (inc VAT)

Service of notice (S13/S8/S21 etc) £120 (inc VAT)

# Tenancy Management Service

13% of monthly gross rent (incl VAT)  
plus £300 set up fee (incl VAT)

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Initial visit to understand your requirements

Advise on current rental market conditions and expected rental price

Advise on legal aspects of letting a property

Arrange completion of an EPC if required\* (cost of EPC applies)

Erect a to let board (where permitted)

Marketing online via various portals and social media outlets.

Arrange and conduct accompanied viewings by a qualified member of staff

Negotiate terms of tenancy between you and the tenant

Conduct tenant referencing\* (up to 2 adults included in set up fee)

Conduct initial right to rent check\* (follow up checks billed at £30 incl VAT per adult)

Produce tenancy agreement

Arranging Professional inventory/check in document *(please see recommended extras and third party costs for price details)*

Register and protect the tenancy deposit with the TDS

Annual Tenancy deposit scheme Registration\* £40 incl VAT

Collection of rent as specified in tenancy agreement

# Tenancy Management Service

13% of monthly gross rent (incl VAT)  
plus £300 set up fee (incl VAT)

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Payment of rent to landlord minus any agreed deductions

Periodic rental statement

Arrange contractor works and quotes as required

Arrange periodic safety checks with appropriate contractors

Handle day to day tenancy enquiries

Notify Utility providers and council tax of changes of tenancy

Carry out mid tenancy property inspections twice in every 12-month period (additional inspections/visits charged at £90 inc VAT per visit)

Annual rental income statement and duplicate statements upon request\* £16 incl VAT

Chasing tenants for any outstanding payments and giving advice to landlords on any further action that may be required.

Service of notice (S13/S8/S21 etc)\* £80 incl VAT

Arranging Professional check out document *(please see recommended extras and third party costs for price details)*

Negotiate tenancy renewals with landlord and tenant *(please see recommended extras and third party costs for price details)*

Negotiate with landlord and tenant to seek agreement on and process release of deposit.\* (where a dispute arises and evidence must be collated and submitted a charge of £100 incl VAT will be applied)



# Recommended Extras & Third Party Costs

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## Professional Inventory and Check in document:

Studio Apartment From £140 (inc VAT)  
One Bedroom Property From £164 (Inc VAT)  
Two Bedroom Property From £186 (inc VAT)  
Three Bedroom Property From £200 (inc VAT)  
Four Bedroom Property From £224 (inc VAT)  
Five Bedroom Property From £248 (inc VAT)  
Six Bedrooms + POA

## Professional Tenancy Check out document:

Studio Apartment From £106 (inc VAT)  
One Bedroom Property From £124 (Inc VAT)  
Two Bedroom Property From £138 (inc VAT)  
Three Bedroom Property From £154 (inc VAT)  
Four Bedroom Property From £170 (inc VAT)  
Five Bedroom Property From £190 (inc VAT)  
Six Bedrooms + POA

Tenancy Renewals £90 (incl VAT)

Annual Gas Safety Certificate FROM £90 (incl VAT)

Legionella Risk Assessment FROM £90 (incl VAT)

Energy Performance Certificate FROM £90 (incl VAT)

Electrical Installation Condition Report £POA

Rent Guarantee Insurance £POA

Vacant Property Check £40 Per Visit

ad hoc work outside the scope of management including but not limited to project management of refurbishments and insurance claims billed at an hourly rate for any part of an hour at £70 per hour inc VAT  
For portfolio management (three or more properties) a bespoke pricing structure can be discussed. Please contact us for more information.