LANDLORD SERVICES

Lettings fees & service schedule

Owner-led service. Local expertise. Compliance built in.

Updated for the 2026 tenancy reforms

This schedule reflects the assured periodic tenancy regime in force from 1 May 2026, including the abolition of Section 21, revised Section 8 possession grounds, statutory rent-increase procedures, rental bidding and rent-in-advance restrictions, and updated tenant protections.

Prepared for landlords in Aylesbury and the surrounding area

All prices include VAT unless stated otherwise.

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Choose the level of support you need

Each package is designed around the same compliant letting process, with more day-to-day responsibility transferred to Layco as you move through the service levels.

Service	Tenant Find	Rent Collection	Fully Managed
Core fee	75% of one month's rent	9.6% of rent collected	13.2% of rent collected
Set-up fee	Included	£395	£350
Marketing & accompanied viewings	Included	Included	Included
High-definition photography & portal campaign	Included	Included	Included
Referencing & initial Right to Rent	Up to 2 adults	Up to 2 adults	Up to 2 adults
2026-compliant written tenancy terms	Included	Included	Included
Deposit registration	Included	Included	Included
Rent collection & statements	-	Included	Included
Arrears chasing	-	Included	Included
Repairs & contractor coordination	-	-	Included
Two routine inspections per year	-	-	Included
Ongoing compliance administration	-	-	Included

Clear, competitive pricing

Our packages combine transparent fees with local, owner-led service. Core set-up work is clearly identified, with bespoke pricing available for portfolios of three or more properties.

A genuinely owner-led service

Properties are let and managed in-house by Layco, with the service overseen by the company owner rather than passed to a remote or outsourced management centre.

What every new let includes

- Initial property and landlord requirements consultation.
- Market appraisal and recommended advertised rent.
- High-definition photography and advertising on Rightmove, OnTheMarket, Zoopla, laycoproperties.co.uk and social media, including relevant local community pages.
- Professional enquiry handling and accompanied viewings by the in-house Layco team.
- Offer negotiation without encouraging or accepting rental bids above the advertised rent.
- Referencing for up to two adult applicants, affordability assessment and initial Right to Rent checks.
- Preparation of written assured periodic tenancy terms and required tenancy information.
- Collection and handling of permitted move-in monies and deposit protection administration.

Tenant Find

75% of one month’s rent (including VAT) | Minimum fee £795

For landlords who want Layco to find and set up a suitable tenant, then manage the tenancy themselves.

Included

- Initial visit and rental valuation.
- Compliance readiness review before marketing.
- High-definition photography and advertising on Rightmove, OnTheMarket, Zoopla, the Layco website and social media, including local community pages.
- Enquiry management and accompanied viewings by Layco’s in-house team.
- Offer negotiation and landlord approval.
- Referencing for up to two adult applicants and initial Right to Rent checks.
- Written assured periodic tenancy terms and required information.
- Deposit registration with TDS and issue of prescribed information.
- Move-in funds schedule and handover pack to the landlord.
- Deposit release administration at the end of the tenancy where both parties agree.

Landlord responsibility after handover

- Rent collection and arrears management.
- Repairs, safety renewals, inspections and ongoing Right to Rent follow-up checks.
- Rent reviews using the statutory Section 13 procedure.
- Pet requests, complaints, tenancy changes and possession action.
- Deposit negotiations and evidence at the end of the tenancy.

No renewal fee

Assured tenancies are periodic under the 2026 regime. Routine fixed-term renewals have therefore been removed from this schedule.

Rent Collection

9.6% of monthly rent collected (including VAT) | £395 set-up fee

For landlords who want professional tenant set-up, rent handling and arrears support while retaining responsibility for property management and compliance.

Includes everything in Tenant Find, plus

- Collection of rent in accordance with the tenancy terms.
- Payment of cleared rent to the landlord, less agreed deductions.
- Periodic landlord statements.
- Routine arrears reminders and communication with the tenant.
- Landlord updates and general guidance on next steps where arrears persist.
- Annual rental income statement on request.
- Agreed deposit release administration at tenancy end.

Not included

- Repairs, contractor instruction and emergency management.
- Property inspections and condition reporting.
- Ongoing safety certificate administration.
- Possession notices, court work or legal representation.
- Deposit dispute preparation and submission.

Important

Layco provides administrative and general compliance support, not legal advice or reserved legal services. Specialist advice and court representation must be obtained separately where required.

Fully Managed

13.2% of monthly rent collected (including VAT) | £350 set-up fee

Our most comprehensive service: the tenancy and property are managed in-house by Layco's local team, with direct oversight from the company owner.

Includes everything in Rent Collection, plus

- Day-to-day tenant enquiries and tenancy administration.
- Repair reporting, contractor coordination and quotation handling.
- Arrangement of periodic safety checks with appropriate contractors.
- Two routine property inspections in each 12-month period, with landlord updates.
- Council tax and utility change-of-occupier notifications where information is available.
- Ongoing Right to Rent administration where repeat checks are legally required.
- Administration of reasonable pet requests and landlord decisions.
- Annual rent review discussion and, when instructed, preparation of the statutory Section 13 rent-increase notice.
- End-of-tenancy coordination, deposit negotiation and agreed release.

Management authority

Contractor expenditure and emergency authority will be governed by the signed Terms of Business. Contractor invoices and third-party charges remain payable by the landlord.

Owner-led, compliance-focused management

Your property remains with Layco's in-house team and is overseen by the company owner. The service is designed around the post-May 2026 periodic tenancy regime. Where possession is required, Layco can coordinate preparation of the appropriate Section 8 notice, subject to evidence, instructions and any need for specialist legal advice.

Before we market your property

The landlord must provide information and documents reasonably required to verify ownership, authority to let and legal readiness. Depending on the property and circumstances, this will normally include:

Requirement	Typical evidence / position
Identity, ownership & authority	Photo ID, proof of address, title/ownership evidence, mortgage and superior-landlord consent where applicable.
Energy performance	A valid EPC showing the legally required rating or a registered exemption.
Gas safety	A valid Gas Safety Record where gas is present, renewed as required.
Electrical safety	A satisfactory EICR within the applicable inspection interval, with remedial work completed where required.
Fire & alarms	Compliant smoke and carbon monoxide alarm provision and appropriate fire-safety measures.
Legionella	A suitable risk assessment and management of identified risks.
Insurance	Appropriate buildings and landlord insurance.
Licensing	Any selective, additional or HMO licence required for the property.
Property condition	Safe, fit for habitation and free of serious hazards, with repair obligations addressed.

Key tenancy controls

- Tenancies are assured periodic unless an exemption applies.
- Section 21 is not available for assured tenancies; possession requires an applicable Section 8 ground and the prescribed process.
- Rent increases are normally limited to once in 12 months through the revised Section 13 procedure, with at least two months' notice.
- The advertised rent must be clear; Layco will not ask for, encourage or accept an offer above it.
- No more than one month's rent may be requested in advance under the assured tenancy rules.
- Applicants must not be disadvantaged because they have children or receive benefits.
- Reasonable pet requests must be considered and any refusal supported by a valid reason.
- Tenancy deposits remain subject to statutory caps and must be protected within 30 days.

Additional services and third-party costs

These charges apply where the work is outside the selected package or is expressly identified as chargeable. Third-party prices are indicative and may vary by property, location, urgency and supplier quotation.

Service	Landlord charge (incl. VAT)
Additional adult referencing	£35 per applicant
Additional or follow-up Right to Rent check	£35 per adult (included in Fully Managed where routinely required)
Additional property inspection / visit	£95 per visit
Contractor or safety-check arrangement outside Fully Managed	£45 plus contractor cost
Section 13 rent-increase notice	£95 (included in Fully Managed annual review)
Section 8 notice preparation and service	£120, subject to evidence and scope
Deposit dispute evidence preparation / submission	£150
Vacant property check	£45 per visit
Ad hoc project work outside management	£70 per hour or part hour
Duplicate / bespoke historic financial statement	£25
Tenancy change requested by landlord	From £120; scope confirmed in advance

Indicative contractor and inventory prices

Item	From
Inventory and check-in report	Studio £145 | 1 bed £165 | 2 bed £190 | 3 bed £205 | 4 bed £230
Check-out report	Studio £110 | 1 bed £125 | 2 bed £140 | 3 bed £155 | 4 bed £175
Gas Safety Record	£95
Legionella risk assessment	£95
Energy Performance Certificate	£95
Electrical Installation Condition Report	Quotation
Rent guarantee / legal expenses insurance	Quotation

Ending, transferring and exceptional services

These charges apply only where the relevant event or additional work occurs. They are designed to reflect work completed, committed costs and the records required for a secure handover.

Service or event	Landlord charge (incl. VAT)
Landlord withdraws after marketing starts but before a tenancy is agreed	£350, or the reasonable cost of work completed and third-party commitments if lower
Landlord cancels after a tenancy is agreed but before move-in	The applicable Tenant Find fee plus committed third-party costs
Transfer from another agent during an existing tenancy	£300
HMO, selective or additional licensing application / renewal	From £300 plus the council fee
Non-Resident Landlord Scheme quarterly return / remittance	£45 per return
Non-Resident Landlord annual certificate	£25
Court, tribunal or solicitor evidence bundle	£70 per hour plus third-party costs
Court or tribunal attendance	£70 per hour plus travel and reasonable expenses
Out-of-hours emergency attendance	£95 per visit plus contractor costs
Post-tenancy goods, document or key handling	Reasonable costs, confirmed before action where practicable

Ending Rent Collection or Fully Managed services during an active tenancy

The landlord may terminate the service by giving three months' written notice. Normal management charges remain payable during the notice period while Layco continues providing the contracted service. A £150 including VAT handover fee applies for preparing and transferring the tenancy, financial, deposit, compliance and maintenance records. If the landlord requests immediate termination, charges equivalent to the unserved notice period, capped at three months, will be payable in addition to the handover fee. No cancellation or termination charge will apply where the landlord terminates because of Layco's unremedied material breach.

Orderly and secure handover

Outstanding fees, invoices and client-account adjustments remain payable. Deposit, tenancy and accounting records will be transferred securely to the landlord or replacement agent once authority and destination details have been verified.

Important information

Pricing and payment

- All stated charges include VAT at the prevailing rate.
- Percentage fees are calculated on the gross rent due or collected, as stated for the package.
- Set-up fees and other charges are payable in accordance with Layco's signed Terms of Business.
- Contractor, inventory, certification, insurance, court, tribunal and legal costs are separate unless expressly included.
- Layco may end its appointment on the written notice set out in the Terms of Business, or sooner for a serious landlord breach, unlawful instruction, abusive behaviour, unpaid fees or a property that cannot lawfully be managed.
- No exit fee applies where the landlord ends the appointment because of Layco's material breach which remains unremedied after written notice.

Tenant payments

This is a landlord fee schedule. Layco will only require payments from tenants or relevant persons that are permitted by the Tenant Fees Act 2019 as amended, including applicable statutory caps and evidence requirements.

Professional safeguards

Protection	Membership
Redress scheme	The Property Ombudsman
Client money protection	Propertymark Client Money Protection
Tenancy deposits	Tenancy Deposit Scheme (TDS), where Layco is instructed to protect the deposit

Scope and legal status

This schedule is a summary of services and charges and must be read with Layco Properties' Terms of Business. It is not legal or tax advice. Legislation, prescribed forms, commencement dates and third-party prices may change; the law and signed Terms of Business prevail. Services are subject to property eligibility, satisfactory landlord due diligence and agreed instructions.

Portfolio landlords

For three or more properties, ask us about a bespoke portfolio package and consolidated reporting.

Talk to the local team

Let and managed in-house, with direct oversight from the owner of Layco Properties.

LAYCOPROPERTIES.CO.UK

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Layco Property Services Ltd trading as Layco Properties

Effective date: 1 September 2026 | Review when regulations or supplier costs change