



Layco

Your Property, Your Service

Fee & Service Schedule

LAYCOPROPERTIES.CO.UK

01296 791 960



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Thank You For Contacting Layco

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.



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Full Management Service

12% of monthly gross rent (incl VAT)
plus £260 set up fee (incl VAT)

Minimum Monthly Fee - £75 incl VAT

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

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

Conduct right to rent check

Produce tenancy agreement

Arranging Professional inventory/check in document with independent inventory company (*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

Collection of rent as specified in tenancy agreement



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Full Management Service

12% of monthly gross rent (incl VAT)
plus £260 set up fee (incl VAT)

Minimum Fee - £75 incl VAT

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

Annual rental income statement

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)

Arranging Professional check out document with independent inventory company (*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.



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Recommended Extras & Third Party Costs

Professional Inventory/Check In Document FROM £130 - £240 (incl VAT) dependent on property size

Professional Check Out Document FROM £130 - £240 (incl VAT) depending on property size

Tenancy Renewals £72 (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 £20 Per Visit

For portfolio management (three or more properties) a bespoke pricing structure can be discussed. Please contact us for more information.