



Layco

Your Property, Your Service

# Services & Fees Schedule

## Let Only Service: 10% of 6 months gross rent (min fee £500)

Marketing your property to find the best tenant at the best possible rent.

Includes cost of;

- Marketing
- Viewings
- Applicant referencng
- Tenancy Agreement and setting up of your tenancy
- Prescribed information

## Rent Collection Service: 10% per month of gross monthhly rent, plus set up fee

Includes everything included within the Let Only service plus;

- Collection of rent
- Disbursing rent to the landlord with a detailed rental statement
- Chasing of any rent arrears
- Reminder email when any certificates require renewing
- Assistance with booking maintenance works when required (£15 charge will be applied for any works we organise)

## Full Management Service: 12% per month of gross monthly rent, plus set up fee

Includes everything included within the Let Only service and rent collection service plus;

- Day to day management of the tenancy
- handling general enquiries from tenants
- Organsing quotes and works when required
- agreeing quotes and works with the landlord
- Ensuring the landlord and property remain compliant to legislations
- Notifications when legislation changes
- Ongoing advice for the landlord and their property
- Two property visits per 12 months
- End of tenancy deposit negotiations
- and much much more!!!



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## Additional Fees (As Applicable):

- Tenancy Set up fee: £200.00. Applicable for Rent Collection and Full Management Service
- Tenancy Renewals: £60.00
- Tenancy Deposit Scheme Registration: £30.00
- Additional Inspections: £60.00
- Key Cutting: £15.00 plus the cost of the keys
- Service of Notices: £60.00. Applicable for Let Only and Rent Collection Service
- Court Attendance: £50.00 per hour, or any part of
- Vacant Property Management: £30.00 per visit
- Organising of works: £15.00 per invoice. Applicable for Let Only and Rent Collection Services
- Hard Copies to be printed and posted: £10.00

## Inventory Services:

Inventory: £150.00 for any size property

### One Bedroom Property:

Check In: £100.00  
Check Out: £120.00

### Three Bedroom Property:

Check In: £140.00  
Check Out: £160.00

### Two Bedroom Property:

Check In: £120.00  
Check Out: £140.00

### Four Bedroom Property:

Check In: £160.00  
Check Out: £180.00



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## Third Party Costs (As Applicable):

- Energy Performance Certificate: £90.00
- MEES Assessment: £90.00
- Legionella Risk Assessment: £90.00
- Gas Safety Certificate: From £70.00
- Electrical Installation Condition Report: £POA
- Cleaning: £POA

If there is a service you require which is not listed within this document, please just ask and we will provide a quote.

If you have any queries regarding any of our services or fees, please give us a call on 01296 791960 or email us at [Lettings@laycoproperties.co.uk](mailto:Lettings@laycoproperties.co.uk)

We look forward to working with you soon.

Declen & Jennie

