

Tim Russ & Company Lettings – Schedule of Services

Complete Care
Fully Managed

Advantage
Rent Collection

Foundation
Let-only

Initial set-up fee	£450 inc VAT		
Commission	15% monthly 12.5% +VAT	10.8% monthly 9% +VAT	9.6% per annum 8% +VAT
Market appraisal & rental valuation	✓	✓	✓
Photography & floor plans	✓	✓	✓
Marketing & advertising on portals	✓	✓	✓
Accompanied viewings	✓	✓	✓
Finding a tenant	✓	✓	✓
Drawing up & exchanging tenancy agreement	✓	✓	✓
Referencing & right to rent per applicant	✓	✓	X Add-on: £60 inc. VAT
Arranging check in & inventory (does not include actual check-in and preparation of report)	✓	✓	X Add-on: £60 inc. VAT
TDS deposit registration	✓	✓	X Add-on: £60 inc. VAT
Rent collection	✓	✓	X
Council tax transfer	✓	✓	X
Secure holding of property keys	✓	✓	X
Annual right to rent checks	✓	✓	X Add-on: £60 inc. VAT
Arrange move-out & inventory check out	✓	✓	X
Landlord registration PRS database (due end '26)	✓	✓	X
Arrears management & chasing late rent	✓	✓	X Add-on: £60 inc. VAT
Dedicated team for day to day property management & contractor coordination	✓	X	X
Quick response to emergency maintenance	✓	X	X
Compliance management & sending certificates	✓	X	X
2 management inspections per annum	✓	X Add-on: £60/visit inc. VAT	X Add-on: £60/visit inc. VAT
Annual rental statement	✓	X Add-on: £60 inc. VAT	X Add-on: £60 inc. VAT
Rent guarantee & legal protection insurance	✓ - on 15% commission only	X Add-on: £36-£60 inc. VAT	X
Annual rent review & negotiation	✓	X Add-on: £150 inc. VAT	X Add-on: £150 inc. VAT
Amendments to tenancy agreement	✓	X Add-on: £60 inc. VAT	X Add-on: £60 inc. VAT
Notices served	✓	X Add-on: £150 inc. VAT	X Add-on: £150 inc. VAT
Management of property refurbishment between tenancies	✓	X Add-on: from £150 inc. VAT	X Add-on: from £150 inc. VAT
Handle deposit return/disputes	✓	X	X