

MANAGEMENT AND OTHER SERVICES FEES – FROM 1.2.2019

STANDARD MANAGEMENT FEE

Day-to-day management, including Service Charge handling, per flat (by agreement)	£99 - 300.00
Service Charge handling only, per flat (by agreement)	£50.00 - 200.00

NON-STANDARD SERVICE OR ADVICE*

Establishment fee:

Set-up and administration of a new contract per flat	£10.00-50.00
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Non-standard works, annual and long term contracts:

Total value less than S.20 qualifying sum, excluding disbursements	hourly
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Section 20 Notice works:

Dependent on nature of work and contract value excluding disbursements If the project is overseen by others, our hourly rate will be charged when dealing with others on the work.	9%-15%
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Housing Act 2004:

Health & Safety Hazard Risk Assessment advice or meetings	hourly
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Asbestos Survey:

Survey or removal advice or meetings	hourly
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Fire Safety Order 2005:

Fire Risk Assessments advice or meetings	hourly
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Other Risk Assessments

General Assessments advice or meetings	hourly
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Yearly Compliancy Review of Fire, Asbestos, Legionella and Electrical Reports

In line with ARMA and risk assessment guidance we will review the above Reports on an annual basis for compliancy and progress. This service is

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Optional as you may wish to get an external company to carry out such reviews

Prices below are per number of properties

1-6	£150.00
7-12	£180.00
13-20	£200.00
20-35	£240.00
35-60	£400.00
60-100	£600.00
100+	£TBC

All above prices are plus disbursements and VAT

Company Secretary, AGMs and Directors Meetings:

As many meetings pa in office hours can be inclusive, subject to negotiation	hourly
Meetings	hourly
Meetings (during office hours)	hourly
Meetings (outside office hours)	1½ x hourly
Additional meetings (weekends/ Bank Holidays)	2 x hourly
Court/LVT work (min ½ day) per day	hourly
Companies House forms - minimum 1 hour	hourly
Acting as Company Secretary (by agreement)	£250-£750
Acting as Registered Address (included if acting as Company Secretary)	£60.00

Charges for work for individual leaseholders:

1 st Arrears letter/reminder	£0.00
2 nd Arrears letter	£40.00
Arrears documentation passed to solicitor or further action	£75.00
Further arrears work	hourly
Initial Breach of Lease letter	£40.00
Further Breach of Lease letter	hourly
Purchasers' enquiries (using LPE1 VR2 form)	£325.00
Additional purchasers enquiries	£40.00 - hourly
Shareholders Certificate	£60.00
Deed of Covenant	£75.00 - hourly
Change of Address/Notice of Mortgage	£75.00
Permission to sub-let	£85.00
Copy of Memorandum and Articles	£40.00
Notice of Transfer (VAT exempt)	£75.00

(unless stated in the lease)

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References for Banks, pensions, local council – free if over 70	£40.00
Returned cheques - Bank fee plus	£40.00
Licence to Assign	£75.00 - hourly
Lost Share Certificate declaration	£75.00
Deed of Variation	£75.00 – hourly

Out of Hours Call outs:

Out of Hours Call Handling – minimum 1 hour	£60.00*
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* *This callout charge is not inclusive of time spent by contractors*

Notes:

1. Directors office hourly rate is currently £90.00 per hour for professional work. Minimum charge is one hour.
2. Senior Staff office hourly rate is currently £60.00 per hour. Minimum charge is for one hour.
3. Standard Staff Office hourly rate is currently £35.00 per hour for non-professional or general admin related work. Minimum charge is for one hour.
4. Chartered Surveyor (MRICS) office hourly rate is currently £150.00 per hour. Minimum charge is for two hours.
5. Fees such as, but no exclusively, Acting as Company Secretary, Acting as Registered Address, Standard management fees are chargeable on an annual basis and in advance – at a frequency to be agreed i.e. 3/6/12 monthly

All of the prices listed are subject to VAT at the prevailing rate