

January 2019

Item	Charge Rate for Additional Services <u>unless otherwise agreed with Client at time of instruction</u>	Fixed Fee, Percentage Fee or Additional Charge Rate (ACR) (plus VAT)
2.1.1	Preparing specifications, obtaining tenders and administering works costing more than the Agreed Expenditure Limit (Section 20)	ACR (Director / Associate) Monthly Stage Payments)
2.1.2	Preparing statutory notices and dealing with statutory consultations	ACR (Director / Associate)
2.1.3	Attending at courts and tribunals	ACR (Director)
2.1.4	Advising on rating, planning, improvement, other grants and valuations	ACR (Director)
2.1.5	Insurance - Preparing replacement-cost assessments Handling insurance claims	TBA ACR (Property Manager / Clerical)
2.1.6	Administering Lessees applications for alterations	£500 - £750
2.1.7	Administration on assignments of leases, subletting, and change of use requests	£500 - £750
2.1.8	Preparing schedules of dilapidation or condition for individual dwellings	ACR (Director / Associate)
2.1.9	Copying documents, insurance policies and accounts	ACR (Clerical Rate)
2.1.10	Dealing with overseas telephone calls and faxes	No charge
2.1.11	Providing information to facilitate sales of Leases in Flats, including Managing Agent Enquiries	£400
2.1.12	Administering accommodation for meetings and inspections of documents	No charge
2.1.13	Working outside normal office hours at the Client's specific request (excluding AGMs)	ACR
2.1.14	Advising on termination of service contracts	ACR (Property Manager)
2.1.15	Carrying out duties of a Company Secretary	£25 per flat. Min fee£350
2.1.16	Assured Shorthold Tenancy Registration	£150
2.1.17	Undertaking additional duties arising from any exercise by the Lessees of their right to manage or to form a commonhold	ACR (Director / Associate)
2.1.18	Advising on and dealing with long-term maintenance plans	ACR (Property Manager)

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2.1.19	Preparing and/or providing Share Certificates, Company Membership Certificates or Certificates of Compliance	£100
2.1.20	Notice of Transfer Registration	£100
2.1.21	Consent for sub-letting	£100
2.1.22	Mortgage charge registration	£100
2.1.23	Consent for Pets, Satellite Dishes, Aerials or other matters (where lease requires consent)	£100
2.1.24	Project Administration of Major Works (S.20)	Agreed 5% of cost of works or fixed fees payable in monthly instalment. Min fee £1,500
2.1.25	Project Management of Major Works (S.20)	10% of the cost of works payable in monthly stage payments. Min fee £1,500
2.1.26	Providing additional accountancy, professional, property management and surveying services including Service Charge Self-Certifications, Supplementary Service Charge demands	Additional Charge Rates (ACR) or Fixed fee in relation to Service Charge Certification
2.1.27	Referral costs incurred in connection with instructing solicitors to pursue Leaseholder Rent/Service Charge/Insurance arrears	ACR min fee £100 per instruction
2.1.28	Obtaining copy Leases and Land Registry official entries in connection with arrears	ACR min fee £100 per search
2.1.29	Property Ombudsman charges where complaints to the Managing Agents are substantially dismissed by Ombudsman	ACR min fee £500
2.1.30	Where the Client employs staff or a Caretaker directly - administering the payroll, paying PAYE, arranging Compulsory Pension Schemes, dealing with Employment Contracts, Employment Law, etc on the Client's behalf	£100 per month per Caretaker / Staff member

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2.1.33	Provision of Registered Address (if FG not Company Secretary)	£100
2.1.34	Completing Annual Return / Confirmation Statement (if FG not Company Secretary) where no shareholders	£100
2.1.35	Completing Annual Return / Confirmation Statement (if FG not Company Secretary) with shareholders	£100

Additional Charge Rates (ACR):	
The hourly rates plus VAT and out of pocket expenses for additional work charged by the hour to be:	
Director	£210 - £270
Consultant	£210 - £270
Associate	£160 - £210
Company Secretary	£140 - £160
Property / Facilities Manager	£135 - £160
Assistant	£110 - £135
Accounts / Clerical	£80 - £110