

April 2024

| Item | Charge Rate for Additional Services (unless otherwise agreed with Client at time of instruction) | 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, Freehold Management 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) |
| 2.1.19 | Preparing and/or providing Share Certificates , Company Membership Certificates or Certificates of Compliance | £150 |
| 2.1.20 | Notice of Transfer Registration | £150 |
| 2.1.21 | Consent for sub-letting | £150 |
| 2.1.22 | Mortgage charge registration – Notice of Charge for a remortgage | £150 |
| 2.1.23 | Consent for Pets, Satellite Dishes, Aerials or other matters (where lease requires consent) | £150 |

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| 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 per stage |
| 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 £150 per instruction |
| 2.1.28 | Obtaining copy Leases and Land Registry official entries in connection with arrears | ACR min fee £150 per instruction |
| 2.1.29 | Property Ombudsman charges where complaints to the Managing Agents are substantially dismissed by Ombudsman | ACR min fee £750 |
| 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 | £150 per month per Caretaker / Staff member |
| 2.1.31 | Provision of Registered Address (if FG not Company Secretary) | £150 |
| 2.1.32 | Completing Annual Return / Confirmation Statement (if FG not Company Secretary) where no shareholders | £150 |
| 2.1.33 | Completing Annual Return / Confirmation Statement (if FG not Company Secretary) with shareholders | £150 |
| 2.1.34 | Out of Hours call response | £7.50 per unit |
| 2.1.35 | Bank Charges | From £150 |
| 2.1.36 | Late payment letter charge | £50 |
| 2.1.37 | Administration charges for referral to solicitors for debt recovery | £100 |
| 2.1.38 | Administration/set up charge for arrears payment plan | £50 |

Additional Charge Rates (ACR) :

The hourly rates plus VAT and out of pocket expenses for additional work charged by the hour to be:

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|-------------------------|-------------|
| Director | £250 - £400 |
| Consultant | £250 - £400 |
| Associate | £200 - £300 |
| Company Secretary | £250 - £400 |
| Senior Property Manager | £175 - £300 |
| Assistant | £125 - £150 |
| Accounts / Clerical | £100 - £125 |

Disbursements

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| Mileage | £0.50p per mile |
| Photocopies | £0.10p per sheet |
| Postage | £1.10 per letter |
| Travel / Accommodation | At cost |