

Fees for General Services

Our fees for acting as managing agent are structured so that our fees for the general services provided to all members and shareholders are covered in the annual service charge. These are:

Fee	Charged to:
Managing Agent's fee	All properties
Landlord and Tenant Act fee	Leasehold properties
Statutory Accounts	All properties not opting for electronic communication

The fees for each management company are shown on the service charge budget which is available on the management company website. The fees shown in the budgets include VAT.

We do not add a "markup" to the costs of works and services provided by 3rd parties, with the exception of some major repair works, where fees are negotiated on a case by case basis.

An explanation of all elements of the service charge, including our fees, is provided in the "budget explanatory note" which is also available on the management company website.

Fees for Other Services

Our fees for other services which are only required by some shareholders are paid for only by those using the service.

Our fees to administer property sales, transfers and remortgages/2nd charges.

Fee		Amount incl VAT
Sellers Pack	Freehold and Leasehold properties	£150.00
Property Sales	Freehold properties	£162.00
Property Sales	Leasehold properties	£162.00
Transfers of Equity	Two owners to one owner	£162.00
Transfers of Equity	One owner to two owners	£162.00
Re-mortgages/2 nd Charges	Freehold and Leasehold properties	£84.00
Transfer of Equity	With re-mortgage	£246.00
Notice of Assignments	All	£84.00

Licences

Fee	Amount incl VAT
Crossover Licence	£186.00
Build over Licence	£186.00
Licence to Assign (Handed over to resident director companies)	£270.00

Debt collection

Fee	Amount incl VAT
1 st reminder letter	None
2 nd reminder letter	£25.00
Letter before action (LBA)	£35.00
Claim via Court	£339.00

Debt actions which result in court action may also incur additional substantial fees which can not be quantified at the time of the claim and will be added once the claim is heard in court.

All fees are reviewed annually on 1st April.