

Schedule of Charges

Charges outside of usual management costs, where permitted within the terms of the Lease.

Setting up of new management	Hourly rate according to personnel involved
Preparing specifications or schedules of work, obtaining tenders and effecting contract administration for substantial repairs or alterations	10% of the cost of works over £3,000.00 or at 12.5% of the cost of works up to £3,000.00
Section 20 works – including serving of notices and liaising with the Contract Administrator	5% of the final cost of works
Attending courts and tribunal proceedings	Hourly rate according to personnel involved

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From January 2019

Charges for work for individual Leaseholders:

Letter of Arrears	£40.00 plus VAT (chargeable after second formal letter)
Commencement of formal legal action	Proportionate dependent on level of involvement and charged as per Hourly rates according to personnel involved
Initial Breach of Lease Letter	£40.00 plus VAT
Further Breach of Lease Letter	Hourly rate according to personnel involved
Purchasers Enquiries (LPE1)	£250.00 plus VAT
Notice of Transfer	£80.00 plus VAT (unless otherwise stated in the Lease) There may be additional legal costs
Notice of Remortgage / Charge	£40.00 plus VAT
Consent to Sublet	£40.00 plus VAT
Consent for keeping of Pets	£40.00 plus VAT should the matter be concluded in a straightforward manner. Or proportionately charged as per Hourly rates.
Consent for alterations	Hourly rate dependent on level of involvement and personnel engaged (min. 1 hour)

Hourly rates	Principal: £95.00 plus VAT Associate / Manager: £75.00 plus VAT Assistant: £60.00 plus VAT
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