



MENU OF CHARGES

In addition to our standard flat rate management charge which covers all the basic day to day management issues as per our contract of engagement, we apply the following.

Outgoing lessee

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| 1. | Standard information pack (LPE1) usually required for the sale of a flat | £175.00 |
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Incoming lessee

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| 1. | Registration of Notice of Transfer | £70.00 |
| 2. | Registration of Notice of Charge | £50.00 |
| 3. | Registration of Deed of Covenant | £90.00 |
| 4. | Certificate of Compliance | £80.00 |
| 5. | Share Certificate & Stock Transfer Forms | £44.00 |

Lessee in situ

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| 1. | Consent under lease (non-building work) | £160.00 |
| 2. | Consent under lease (building work) plus surveyors fees if applicable | £280.00 |
| 3. | Replacement key fob (including postage) | £25.00 |
| 4. | Late penalty payment on 3rd and subsequent reminders | £50.00 |
| 5. | Stock Transfer Forms and Share Certificates (Issue of Share Certificate or Registration on Membership Register) | £44.00 |
| 6. | Notification of New Tenant Details (AST)(if applicable) | £80.00 |
| 7. | Issuance of notice of proceedings | £40.00 |
| 8. | Process to recover monies from mortgage lender | £160.00 |

Management Co

1. Administration for Major Works	2.5% of contract price
2. Issuing Section 20 Consultation Notices	2.5% of contract price plus postage
3. Additional site visits (excluding travel expenses)	£85.00
4. Advice under leases	£135.00
5. LVT application fee	£320.00
6. LVT application and attendance fee	£520.00
7. Issuance of proceedings in country court	£180.00
8. Insurance claims processing	£260.00
9. Company secretarial (per company)	£420.00
10. Arranging a parking scheme at your block	£260.00