

Costs of Block Management

Typically £264(+VAT) per flat per annum, depending on number of flats/units. This fee covers all routine management services including:

- ✓ 4 inspections per annum to the property.
- ✓ The preparation, issue and collection of service charge demands.
- ✓ Instructing contractors on matters relating to routine services and maintenance works up to £1000 and arranging settlement of accounts from the available clients' funds.
- ✓ Instructing solicitors on behalf of clients in relation to unpaid rent or charges.
- ✓ Receiving details of insurance premium and arranging collection of relevant amounts from each leaseholder via the service charge.
- ✓ Administrating advance reserve funds and maintenance of specially opened bank account with interest to the fund.
- ✓ Producing an annual estimate of expenditure for Services Charge purposes and contribution to reserves, based on forecast for internal or external refurbishment as per the terms of the lease.
- ✓ Attending one annual Directors Meeting and one annual General Meeting and reporting on the current state of affairs.

Cost of other services:

For all other non-routine or major works, we would be pleased to arrange any additional services such as decoration contracts, major building works, sourcing, instructing and dealing with solicitors, accountants or other professionals on behalf of clients.

The arranging and co-ordinating of such works will be charged separately, but usually at a rate of 10% +VAT of the net cost of works.

We are also able to offer our services as Company Secretary, which will include: Filing all relevant documentation with Companies House, arranging and attending the Annual General Meeting and Registered Office Facility. Our fees for this service will be £180 per annum (+VAT) for the block.