



## Fees List

<b>Additional Service</b>	<b>Fee</b>	<b>Charge Frequency</b>
Out of hour emergency cover	£5.50 inc vat per unit	Annual
Management fees	As per contract	Annual
BACS payment processing	Free	Per payment
Certificate of Compliance	£120 inc vat	Per certificate
Cheque Processing fee	Free	Per cheque
Collective Enfranchisement	As per contract	
Company Secretarial	£720 inc vat	Per company
Credit control: letter 1	Free	Per letter
Credit control: letter 2	£30 inc vat	Per letter
Credit control: letter 3	£60 inc vat	Per letter
Credit Card Payment Processing Fee	Free	Per payment
Debit Card Payment Processing Fee	Free	Per payment
Deed of Covenant	Solicitors fees	Per deed
Exit fees	Free	
Insurance Documents (copy)	Free	By email
Insurance Documents (copy)	£15	By post
Letter of consent	£120 inc vat	Per consent
Licence to Alter	£420 inc vat	Per Licence
Licence to Sublet	£120 inc vat	Per licence
Licence to Assign	£120 inc vat	Per licence
LPE1 within 5 days	£408 inc vat	Per pack
LPE1 within 24 hours	£528 inc vat	Per pack
Notice of Charge	£120 inc vat	Per notice
Notice of Transfer	£120 inc vat	Per notice
Major Works Fee	% of contract sum or minimum of £1200 inc vat	Per project
Re-mortgage Documents	£120 inc vat	Per request
RTM Process fees	£35 per flat minimum of £500 inc vat	
Block Manager fee for work not included in management contract	£120 inc vat	Per hour
Senior Block Manager fee for work not included in management contract	£180 inc vat	Per hour
Director fee for work not included in management contract	£240 inc vat	Per hour