

SCHEDULE OF FEES LEASEHOLD

Leasehold Management	
Set up- For setting up procedures, accounting systems and database to provide Agents' services to the site.	£150.00
Section 20	
Consultation process / notices	£30 per unit plus 5% to 10% of contract costs
Meetings / correspondence	Personnel rates as detailed below
Outsourced personnel as required	TBA at current rates: Construction Manager Quantity surveyor Architect Surveyor Engineer Other professionals
Insurance	
Building warranty claims	£150.00 plus personnel rates per hour as applicable
Building insurance claims	£150.00 plus personnel rates per hour as applicable
Meetings	
AGM – convene and attend and produce Minutes	£75
AGM – out of hours	+50% premium
Travel expenses:	45p per mile
EGM - convene and attend	£75
EGM – out of hours	+50% premium
Attend Directors / additional meetings	As personnel rates
Arrears	
1st reminder	Free
2nd reminder	£36.00
Subsequent reminders	£48.00
Administration fee to pass to solicitors on ground landlord/Man Co instruction	£200.00

General	
Fire, Health and Safety Management	TBA at current rates
Lease investigation	TBA at current rates
Tribunal work	£400.00 minimum plus £50.00 per hour
Court proceedings	£300.00 plus personnel rates
Acting as Director (not including attending meetings)	£250.00
Acting as Company Secretary (not including attending meetings)	£250.00
Copy lease	£30.00
Disbursements/ Title/ Land Registry	Cost plus £36.00
Keys/ security devices	
Provision of Door key fob	£20.00
Copy and provision of security key	£20.00
Provision of roller door fobs	£45.00
Postage	£6.50
Solicitors	
s.146 legal work prior to solicitors	£140.00 per hour
Staffing	
Recruitment/management	£48.00 per hour
Personnel Rates	
Administrator	£20.00 per hour
Manager	£30.00 per hour
Senior Manager	£50.00 per hour
Director	£50.00 per hour
Accounts	£50.00 per hour