

Stuart Smith (Derby) Ltd.

Residential Property Management

49/50 Queen Street

Derby

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SCHEDULE OF FEES LEASEHOLD

| Leasehold Management | |
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| Set up- For setting up procedures, accounting systems and database to provide Agents' services to the site. Section 20 | £250.00 (Inclusive of VAT) |
| Consultation process / notices Meetings / correspondence Outsourced personnel as required | £840.00 plus £50 per unit (Inclusive of VAT) Personnel rates as detailed below TBA at current rates: Construction Manager Quantity surveyor Architect Surveyor Engineer Other professionals |
| s20 additional contractor tenders Insurance | £100.00 per company (Inclusive of VAT) |
| Building warranty claims | £240.00 plus personnel rates per hour as applicable (Inclusive of VAT) |
| Building insurance claims | £240.00 plus personnel rates per hour as applicable (Inclusive of VAT) |
| Meetings | |
| AGM – convene and attend and produce Minutes | £300.00 (Inclusive of VAT) |
| AGM – out of hours | +50% premium (Inclusive of VAT) |
| Travel expenses: | 45p per mile (Inclusive of VAT) |
| EGM - convene and attend | £300.00 (Inclusive of VAT) |
| EGM – out of hours | +50% premium (Inclusive of VAT) |
| Attend Directors / additional meetings | As personnel rates |
| Arrears | |
| 1st reminder | Free |
| 2nd reminder | £30.00 (Inclusive of VAT) |
| Subsequent reminders | £30.00 (Inclusive of VAT) |
| Administration fee to pass to solicitors on ground landlord/Man Co instruction | £200.00 (Inclusive of VAT) |
| Statements - additional | £150.00 (Inclusive of VAT) |
| Refund of incorrect payments | £30.00 (Inclusive of VAT) |

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| General | |
| Fire, Health and Safety Management | TBA at current rates |
| Lease investigation | TBA at current rates |
| Tribunal work | £500.00 minimum plus (Inclusive of VAT) £100.00 per hour (Inclusive of VAT) |
| Court proceedings | £400.00 plus personnel rates (Inclusive of VAT) |
| 24 hour emergency cover | Price on Application |
| Acting as Director | £300.00 (Inclusive of VAT) |
| Acting as Company Secretary | £300.00 (Inclusive of VAT) |
| Sales/ Transfer | |
| Notice of transfer or charge | £122.00 (Inclusive of VAT) |
| Deed of Covenant acceptance | £168.00 (Inclusive of VAT) |
| Sales information pack | £318.00 (Inclusive of VAT) |
| Accounts documents | £30.00 per year (Inclusive of VAT) |
| Certificate of consent | £250.00 (Inclusive of VAT) |
| Licence for works | £250.00 (Inclusive of VAT) |
| Retrospective certificate of consent | £300.00 (Inclusive of VAT) |
| Share certificate | £122.00 (Inclusive of VAT) |
| Membership by guarantee of Limited company | £122.00 (Inclusive of VAT) |
| Compliance certificate preparation and issue | £122.00 (Inclusive of VAT) |
| Indemnity lost share certificate | £90.00 (Inclusive of VAT) |
| Registration of sub let | £78.00 unless otherwise determined in lease (Inclusive of VAT) |
| Solicitors | |
| s.146 legal work prior to solicitors | £240.00 per hour (Inclusive of VAT) |
| Provision of key fob | £35.00 blank and un-programmed (Inclusive of VAT) |
| Programming by electrician | £30.00 (Inclusive of VAT) |
| Postage | £6.50 (Inclusive of VAT) |
| Copy and provision of security key | £30.00 (Inclusive of VAT) |
| Copy and provision of key | £22.00 (Inclusive of VAT) |
| Copy lease | £30.00 (Inclusive of VAT) |
| Disbursements | Cost plus £20.00 (Inclusive of VAT) |
| Payments | |
| Debit card payments | FREE |
| Cheques | FREE |
| BACs payments | FREE |
| Staffing | |
| Recruitment/management | £40.00 per hour (Inclusive of VAT) |
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| Personnel Rates | |
| Administrator | £50.00 per hour (Inclusive of VAT) |
| Manager | £100.00 per hour (Inclusive of VAT) |
| Senior Manager | £150.00 per hour (Inclusive of VAT) |
| Director | £250.00 per hour (Inclusive of VAT) |
| Accounts | £100.00 per hour (Inclusive of VAT) |

