

Stuart Smith (Derby) Ltd.

Residential Property Management

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SCHEDULE OF FEES LEASEHOLD

Leasehold Management	
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	£36.00 (Inclusive of VAT)
Subsequent reminders	£48.00 (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	£60.00 (Inclusive of VAT)

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 (Bank holidays etc.)	£24.00 per day (Inclusive of VAT)
Acting as Director	£300.00 (Inclusive of VAT)
Acting as Company Secretary	£300.00 (Inclusive of VAT)
Copy lease	£30.00 (Inclusive of VAT)
Disbursements/ Title/ Land Registry	Cost plus £36.00 (Inclusive of VAT)
Keys/ security devices	
Provision of key fob	£35.00 blank & 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)
Replacement car park pass	£25.00 (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)
Staffing	
Recruitment/management	£48.00 per hour (Inclusive of VAT)
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)