

Stuart Smith (Derby) Ltd.

Residential Property Management

49/50 Queen Street

Derby

DE1 3DE

www.stuartsmith.co.uk

Tel: 01332 340461

Fax: 01332 344154

e-mail: enquiries@stuartsmith.co.uk

Menu of Charges - Charging rates April 2023

Sale Fees

1.	Standard information pack	£270.00
2.	Registration of Notice of Transfer	£168.00
3.	Registration of Notice of Charge	£168.00
4.	Registration of Deed of Covenant	£168.00
5.	Compliance Certificate	£168.00

Lessee in situ

1.	Consent under lease (non building work)	£150.00
2.	Consent under lease (building work) plus surveyors fees if applicable	£275.00
3.	Late penalty payment on 2 nd reminder	£36.00
4.	3 rd and additional reminders prior to account being passed to solicitors	£48.00
5.	Registration of Assignment or Deed of Covenant	£75.00
6.	Consent to Transfer	£96.00
7.	Licence/Consent for pets	£120.00
8.	Licence/Consent to install replacement windows/doors	£180.00
9.	Retrospective Licences	£400.00
10.	Copy of a lease or part thereof	£96.00
11.	Stock Transfer Forms and Share Certificates (Issue of Share Certificate or Registration on Membership Register combined	£140.00
12.	Notification of New Tenant Details (AST) (if applicable)	£75.00
13.	Lost share certificate indemnity	£90.00
14.	Process to recover monies from mortgagee	£150.00
15.	Correspondence with mortgagee, administrators, debtors compliance certificates	£180.00
16.	Accounts documentation per annum	£30.00
17.	3 rd and additional reminders prior to account being passed to solicitors	£48.00
18.	Administration fee to pass file and supporting documentation to solicitors for non-payment	£200.00
19.	Additional statements	£60.00
20.	Refund of incorrect payments	£36.00
21.	Provision of key £25/security key £35/fob £35 blank un programmed/£35 programmed by electrical contractor/car park pass £25	
22.	Replacement Parking Permit	£25.00

Management Co

1.	Set up costs [lease review by solicitors costs on application]	£250.00
2.	Administration for Major Works - 2.5% + VAT of contract price plus postage and land registry search cost	
3.	Issuing Section 20 Consultation Notices - 2.5% + VAT of contract price plus postage and land registry search cost	
4.	Additional site visits (excluding travel expenses)	£75.00

5. Overseeing major works - Specification of works, tendering and contract administration (CDM/JCT) 10% % + VAT of the contract price plus any Health & Safety costs	
6. Advice under leases	£125.00
7. Annual postage / copies - approx. £10.00 per flat per year (variable)	
8. Fire Risk Assessment/Health and Safety attendance with Consultant as Personnel Rates	
9. LVT support documentation – as per personnel rates	
10. Proceedings in country court – as per personnel rates	
11. Insurance claims processing	£250.00
12. AGM – convene, attend and produce Minutes - business hours	£300.00
13. Directors report and Budget	£180.00
14. Travel Expenses 45p per mile	
15. 24 hour emergency cover – Bank Holidays	£30.00
16. Appointment as Director/Company Secretary	£300.00
17. Personnel Rates per hour: Administrator £50/Manager & Accounts £100/Director £250	