

SERVICE CHARGE APPORTIONMENT

Financial Year: 01/01/2024 to 31/12/2024

SAMAS
Property Management

Powered
by



On behalf of Mitre House Management Company (2017) Limited

Please note that this apportionment sheet is for information only; it is not a request for payment

Overall budget for contributing schedules (see below)	£89,743.88
Your Annual Contribution: (see below for details)	£9,961.57

Reference Number: T02-274946-48

P Brown-Constable, Flat 7 Mitre House Mitre House

Service Charge	
Budgeted Item	Property Total for Financial Year
Insurance - Buildings	£4,600.00
Insurance - Directors & Officers	£280.00
Insurance - Engineering	£400.00
Cleaning - General	£8,000.00
Electricity - Communal	£1,250.00
General Repairs	£5,000.00
Drains, Gutters & Pipes	£250.00
Lift - Maintenance	£2,200.00
Lift - Emergency Telephone	£300.00
Door Entry System - Maintenance	£350.00
CCTV - Maintenance	£600.00
Fire Alarm Maintenance	£320.00
Water Hygiene	£1,600.00
Accountancy - General	£720.00
Accountancy - Preparation	£180.00
Legal & Professional	£1,000.00
Company Secretarial	£500.00
Health & Safety Risk Assessment	£400.00
Asbestos Survey	£276.00
Out of Hours/Emergency Cover	£216.00
Management Fee - Fixed	£6,179.38
Portal Costs	£108.00
Bank Charges	£14.50
General Reserve	£5,000.00

HML PM Ltd

Stonemead House 95 London Road, Croydon, Surrey CR0 2RF

SAMAS is a trading name of SAMAS Consulting Ltd, 388 Neasden Lane North, London, NW10 0BT
Registered in England and Wales under company number 14143314.

B-hive Property Solutions is a trading name of HML PM Limited, a company registered in England, company number 04231933
and registered address 9-11 The Quadrant, Richmond, TW9 1BP. Authorised and regulated by the Financial Conduct Authority.

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Financial Year: 01/01/2024 to 31/12/2024

On behalf of Mitre House Management Company (2017) Limited

External Reserve Fund	£50,000.00
Schedule Total:	£89,743.88
Unit Contribution (11.1000%)	£9,961.57