

# Fees & Costs (2016/2017)

## Over & Above Quarterly Service Charges/Reserves

<b>Charge</b>	<b>Cost</b>
Annual Management Fees (Non QLTA)	As per annual Budget
Work not included in management fees	£95 per hour
Notice of Transfer and or Charge	£55.00
Notice of Charge only	£45.00
Sales Information Pack	£545.00
Arrears Administration fee	£90.00 per Lessee (min)
Solicitor's Letter fee	£125.00 per letter (min)
Cheque Processing fee (per cheque)	Free
Debit Card Payment Processing Fee	Free
BACS Payment Processing	Free
Section 20 Consultation Process Fee (ex-specs)	£270.00
Issuance of notice of proceedings	£600.00
Issuance of proceedings in county court	£250.00
Architect or Surveyor Specifications	£200 per hour (min £1500)
Legal work	£175.00 per hour
Insurance Claims (done by MHML)	£175 per hour (min £1000)
Rate for work carried out by Surveyors	£200 per hour
Certificate of Compliance	£175.00
Granting of Licence to Alter	£100.00
Granting Licence/Permission to Sublet	£75.00
Granting Permission to install TV/Cable/Satellite	£150 plus costs
Company Secretarial	£275 per hour (min £1500)
Out of Contract Design & Presentations	£200 per hour
Domestic/Lessee Assistance	Free if reasonable