Marketing

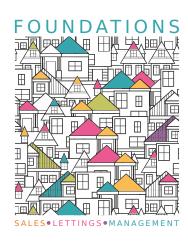
- The term of the agreement is 12 months
- The management fee is payable for the services is £180 plus vat per flat
- The management fee is payable yearly in arrears

The Services

- Preparing and sending out charges estimates Annually
- Collecting service charges and reserve fund contributions including sending any required statements Continuous
- Processing payments relating to the property within expenditure limits and funds available or as reasonably expediency shall dictate Continuous
- Accounting for service charges Annually
- Providing information to accountants for preparing annual accounts- Annually
- Using best endeavours to collect current and ongoing routine service charge arrears Ongoing as appropriate
- Providing reasonable management information to lessees Continuous
- Liaising with client Continuous
- Arranging building and other insurance and dealing with general claims-Annually - claims to dealt with as appropriate
- Entering into and managing maintenance contracts on behalf of the client As appropriate
- Viewing, without use of inspection equipment., the common parts of the property to check condition and deal with any necessary repairs other than major repairs
- Preparing specifications and contracts for minor works and services such as cleaning, gardening, window cleaning and over seeing such works. - As appropriate
- Organising periodic health and safety checks (but not specialist checks and tests) and ensuring appropriate risk assessments are in place i.e asbestos report As appropriate
- Dealing with day to day lessee issues and reporting to and taking instruction from the client on going as appropriate
- Maintaining adequate/suitable files and records on the management of the property Continuous
- Providing copy documents including insurance policies, copies of invoices and receipts, for which there may be a charge As appropriate
- The collection of arrears exciting at time of takeover No charge
- Preparing specifications, obtaining tenders and supervising major works -5% of net contract terms that require section 20 notification
- Hold annual general meeting with residents is required No charge
- Responding to pre contract enquiries No charge
- Dealing with any major insurance claims No charge to service charge

Management duties

- Ensuring that building insurance is in place, obtaining competitive quotes
- Ensure building has in place current fire alarm contract with quarterly inspections
- Administer designated bank account
- Administer individual accounts for aech property, together with general account
- Prepare and submit annual returns to Compaines House where applicable
- Prepare and submit to leaseholders/Companies House cerifited accounts if applicable
- Prepare scedule of works as required for mainenance on building
- Obtain estimates as required from contractors to submit for persual and instructions
- Administer all enquiries, regarding disputes, property sales, lease extensions and management enquiries
- Prepare and demand service charges/ground rents where applicable serving appropriate notices





V:2 June 2019

FOUNDATIONS



SALES • LETTINGS • MANAGEMENT