

## 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 annually
- Ensure building has in place current fire alarm contract with quarterly inspections
- Administer designated bank account
- Administer individual accounts for each 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



# BLOCK MANAGEMENT

V:2 June 2019



# FOUNDATIONS



SALES • LETTINGS • MANAGEMENT