



RESIDENTIAL BLOCK MANAGEMENT GROUP

Additional Services Pricelist

CONVEYANCING

LPE1 Management Pack		£414.00
Fast Track LPE1		£480.00
FME1 Management Pack		£240.00
Fast Track FME1		£300.00
Re-Mortgage Enquiries		£210.00
Ground Rent Statement		£70.00
Insurance Claims History		£180.00
Notice of Transfer/Assignment/Charge		£180.00
Retrospective Notice of Transfer/Assignment/Charge		£234.00
License to Assign		£156.00
Deed of Variation Administration Cost		£96.00
Certificate of Compliance		£150.00
Deed of Covenant – Approval		£108.00
RMC / RTM Membership Application		£150.00
Share Certificate		£90.00

CONSENTS / LICENSES

Consent or License to Alter / Occupy		£240.00
Consent or License to keep a Pet or Animal		£180.00
		

FIRE, HEALTH & SAFETY

H&S Risk Assessment (Below 11 metres)		£198.00
H&S Risk Assessment (Between 11-18 metres)		£270.00
H&S Risk Assessment (Above 18 metres)		£540.00
Fire Door Assessment		£16.00 per door
Fire Door Assessment (Revisit)		£78.00
Building Safety Regulator Registration		£540.00



Production of a Building Safety Case	Enquire
RIGHT-TO-MANAGE	
RTM Claim Pack	£1,440.00
RTM Company Formation	£275.00
RTM Counter-Claim Notice	£210.00
SECTION 20	
Section 20 Management Fee	4-10% of Total Project Cost or £180.00
Section 20ZA Application	£180.00
STARTUP & CLOSEDOWN FEES	
Startup Fee (Up to 10 Units)	£420.00
Startup Fee (Up to 25 Units)	£540.00
Startup Fee (50 Units and above)	£660.00
Closedown & Handover Fee	£720.00
ARREARS ADMINISTRATION	
2 nd Arrears Letter	£90.00
3 rd Arrears Letter	£108.00
Preparation of Court Documents	£300.00
MANAGEMENT	
Company Secretary (Up to 10 Units)	£180.00
Company Secretary (Up to 50 Units)	£360.00
Company Secretary (Over 50 Units)	£480.00
Court Appointment	£780.00 per each year of appointment
Resident User Fee	£6.00 per unit
Storage of Documentations	£45.00 per box
Copies of Documentation not covered under Sections 21 or 22	£50.00 (per 100 pages)
New Freeholder Registration	£150.00
Insurance Claim Assistance	£300.00 (per claim)
Out of Hours Emergency Telephone Service	£0.90 per unit per month
1 st Class Postage	£1.26 per letter
2 nd Class Postage	£0.85 per letter
MISCELLANEOUS BLOCK CHARGES	
Weeding	£54.00



Rubbish Removal	£75.00-175.00 per load
Salt / Grit Laying	£35.00
Block Confirmation Statement Expenses	£78.00
Block Director Wages	£90.00
Miscellaneous Expenses	£54.00

SAFF HOURLY RATES

Director	£250.00
Associate Director	£225.00
Operations / Senior Manager	£210.00
Property Manager	£120.00
Assistant Property Manager	£95.00
Service Charge Administrator	£150.00
Building Safety Manager	£185.00
Health & Safety Assessor	£200.00

Notes:

All fees quoted are INCLUSIVE of VAT.

Fees incurred will be invoiced to the service charge or individual leaseholder.

