



## Appendix 1

### Leasehold Fees & Charges 2019-2020 inclusive of VAT

<b>1. Solicitor's Enquiry Pack to include:</b>	
1. Response to Enquires	
2. Buildings Insurance Schedule	
3. Insurance Summary of Cover	
4. Service Charge Estimate for Current Year	
5. Three Years Annual Certificates	
6. Summary of Annual Meeting	
7. Fire Risk Assessment	
8. Completion Statement of Accounts for Service	
9. Charges and Major Works	£252.00
<b>2. Further enquiries extra to our pack charged at £45 per hour-</b>	£ 54.00
<b>a. Minimum of 1 hour charged</b>	
<b>3. Copy of Buildings Insurance Certificate</b>	£ 24.00
<b>4. Copy of Estimate</b>	£ 24.00
<b>5. Copy of Annual Certificate</b>	£ 24.00
<b>6. Copy of Lease- Electronic</b>	£ 42.00
Printed	£ 60.00
<b>7. Notice of Transfer/Assignment</b>	£ 60.00
<b>8. Notice of Charge</b>	£ 30.00
<b>9. Postponement of Charge</b>	£180.00
<b>10. Arears Escalation - Third letter / contact within service charge year</b>	£ 54.00

<b>11. Arears Escalation - see 10 above- any subsequent letter</b>	£ 18.00
<b>12. County Court Applications - Total cost of court fees plus 3 hours @ £54 per hour</b>	
<b>13. Lease Extension</b>	£120.00
<b>14. Approval to Sub-let</b>	£ 30.00
<b>15. Permission Letter</b>	£ 42.00
<b>16. Permission Letter – Includes site visit</b>	£120.00