

# **S.J. Gartside Property Management scale of charges effective November 1, 2022.**

## **Management Fees**

Our standard management fee is 12.5% of all sums collected (including but not limited to rents, taxes, settlements and reimbursements).

Management fees include marketing vacant properties, collection and remittance of rents, dealing with day-to-day events, periodic inspections, arranging certification as required by statute, submitting VAT returns, arranging insurance and repairs, attending to all enquiries and negotiating new leases, licenses, renewals and reviews.

Management fees do not include disbursements, advertising, the costs of repairs, insurance, acquisitions, disposals, issuance of notices, recovery of arrears, taking action against tenants or others, distraint, forfeiture of tenancy, certification, assessments, market appraisals, valuations, surveys, formal representation in rental disputes, submissions for corporation or self-assessment taxes, the provision of leases, licenses and other related deeds and documents or any work/service for which the tenant is liable to reimburse the landlord.

The services referred to in the paragraph hereinabove may be contracted out or dealt with in-house as applicable. Where we are able to offer any of these services in house our charges are:

## **Acquisitions**

Standard fixed fee for all acquisitions of 1% of the purchase price (not including legal fees and disbursements)

## **Disposals**

Standard fixed fee for all disposals of 0.5% of the sale price. (not including legal fees and disbursements)

## **Notices under s25 of the Landlord and Tenant Act 1954**

Standard fixed fee of £ 50.00

## **Notices under s146 of the Law and Property Act 1925**

Standard fixed fee of £ 72.00

## **Other Notices**

Charged hourly at £ 35.00 per hour + disbursements, subject to a minimum charge of £ 150.00

## **Recovery of Rent Arrears through the small claims procedure**

Work done in recovering arrears will be charged at £ 35.00 per hour, subject to a minimum charge of £ 150.00 + disbursements.

## **Forfeiture**

Standard fixed fee of £ 185.00 + disbursements.

## **Management (Type 1) Asbestos Surveys and Reports**

Charged hourly at £ 35.00 per hour + disbursements, subject to a minimum charge of £ 165.00 + disbursements.

### **Energy Performance Certificates**

Charged at £20.00 per zone + Lodgement Fee, subject to a minimum charge of £ 150.00 + Lodgement Fee.

### **Market Appraisals**

Standard fixed fee for all market appraisals of 0.5 % of the appraised value.

### **Schedule of Dilapidations**

Charged hourly at £ 35.00 per hour + disbursements, subject to a minimum charge of £ 185.00

### **Representation at Formal Determination of Disputed Rent**

Charged hourly at £ 35.00 per hour + disbursements, subject to a minimum charge of £ 450.00

### **Provision of a Lease document**

Standard fixed fee of £ 165.00 (apportioned between landlord and tenant as negotiated)

### **Provision of a License to Occupy**

Standard fixed fee of £ 60.00

### **Provision of a License to Alter**

Charged hourly at £ 35.00 per hour + disbursements, subject to a minimum charge of £ 165.00

### **Other Services and Charges**

Services not covered by the list hereinbefore are chargeable at the following rates:

Clerical services are charged hourly at £ 25.00 per hour + disbursements.

General non-clerical services are charged hourly at £ 25.00 per hour + disbursements.

Professional services are charged hourly at £ 35.00 per hour + disbursements.