

A2Dominion Administration fees as at 12 March 2013

Sales, resales, re-mortgages, lease extensions, etc.	Fee	VAT	Total
Solicitor's enquiries (Standard response 28 days)	£110.00	20%	£132.00
Solicitor's enquiries (Detailed response 28 days)	£160.00	20%	£192.00
Solicitor's enquiries (Fast track standard, 10 working days)	£210.00	20%	£252.00
Solicitor's enquiries (Fast track detailed, 10 working days)	£260.00	20%	£312.00
Remortgage enquiries	£75.00	20%	£90.00
Valuation Lease Extension (Fee paid to third party Valuer - subject to change in non-core areas)	£300.00	20%	£360.00
Lease extension - administration charge	£200.00	20%	£240.00
Lease extension - A2Dominion's legal fees	On application	20%	

Notices	Fee	VAT	Total
Receipt of Notice of Charge	£70.00	20%	£84.00
Receipt of Notice of Transfer	£70.00	20%	£84.00
Receipt of Notice of Transfer and Charge	£95.00	20%	£114.00
Receipt of Notice Deed of Covenant	£70.00	20%	£84.00
Certificate of Compliance	£110.00	20%	£132.00

Provision of documents/information	Fee	VAT	Total
Copy of Lease	£25.00	20%	£30.00
Insurance Policy - supply hard copy in post (also available to download from A2Dominion website free of charge)	£25.00	20%	£30.00
Insurance summary of cover (available to download from A2Dominion website)	Free of charge	n/a	n/a
Copies of invoices requested within six months of audited actual account being issued - provided by post	£20.00	20%	£24.00

Leaseholder requests for consent/approvals/variations, etc.	Fee	VAT	Total
Approval to sublet	£100.00	20%	£120.00
Pet consent	£50.00	20%	£60.00
Approval for Alterations - simple changes	£120.00	20%	£144.00
Approval for Alterations - complex changes, charged per hour (minimum one day charge)	£50.00 per hour	20%	£60.00
Visit to inspect improvement or alteration, charged per hour	£100.00 per hour	20%	£120.00
Requests for variations to lease, charged per hour (minimum one day charge)	£50.00 per hour	20%	£60.00
Requests for consent or approvals retrospectively as above, plus a premium of 100%	+100% fees	20%	
Other requests, half day rate minimum, thereafter charged per hour	£175.00	20%	£210.00
Documents executed and admin cost	£100.00	20%	£120.00

Income Recovery	Fee	VAT	Total
Leasehold Income LH2 Letter (fee for second reminder)**	£25.00	20%	£30.00
Leasehold Income LH3 Letter (fee for final reminder)**	£25.00	20%	£30.00
Telephone call to leaseholder in respect of arrears**	£10.00	20%	£12.00
Office appointments to discuss arrears**	£50.00	20%	£60.00
Home appointments to discuss arrears**	£100.00	20%	£120.00
Admin charge for application made directly by A2Dominion to court (plus court fee)	£50.00	20%	£60.00
Admin charge for withdrawing of application to court made directly by A2Dominion	£25.00	20%	£30.00
Admin charge for attending undisputed court hearing or tribunal unrepresented	£100.00	20%	£120.00
Admin charge for preparing and attending court hearing unrepresented where claim is disputed, charged per hour	£50.00 per hour	20%	£60.00
Cost incurred for legal action and/or intended legal action (full costs of applications, legal advice and action undertaken by legal representative)	Total cost	n/a	

Notes

These charges are applicable for work which is not covered by the management fee and/or does not relate strictly to the management of the property. Where provision in the lease provides for alternative charges for any of these services, the fees provided for in the lease will prevail.

* Application to A2Dominion to consider matters outside of/prohibited by the lease which will require consideration will be charged for prior to anything other than general advice being given. The fee is payable whether or not consent/approval is given. Once we have provided general advice, no further discussions will be entered into until the fee is paid.

** Costs may be waived if outstanding arrears are cleared in full within seven days of action. Charges for calls, appointments at office or home visits only levied in cases of frequent recurring debt.

This schedule of administrative charges is intended to cover most requests and charges that A2Dominion may make, however it is not exhaustive, and additional fees may be levied. A2Dominion will seek to keep its charges reasonable in all circumstances. Any fees for activities not covered by the scheduled will either be made by comparison to this schedule or based on the hourly fees in this schedule.