

Name of development	
Address	
Management company name	
Freeholder name	
Name of contact	
Contact details (mob & email)	
Number of units	
Age of development	

Start date and current situation

When do you need management to start?	
Do you have a current managing agent?	
What are your reasons for seeking alternative management? This will help us understand your requirements.	

General

Number of blocks and storeys?	
Lifts, pumps or any mechanical equipment?	
General description of the building (if applicable)	
General description of shared communal grounds	
Any major work planned?	
Does the development hold any reserves?	
When is the accounts year end?	
Are the leases or freehold broadly uniform or materially different?	
Are you responsible for placing the insurance?	
Has a Fire Risk Assessment been completed in the last 12 months?	
Have the remedial works been completed?	

Before providing a fee proposal for management services, it is useful for us to have sight of the current service charge budget and a sample lease or freehold title TP1. This will help to ensure that a fee proposal is specific to the needs of your development.