

Minster Property Management Administration Charges

All charges plus VAT

Fees for documents are based on paper copies sent via post.

Leaseholders & Company fees	
Chasing payment of service charge – 1 st reminder	Free of charge
Chasing payment of service charge – 2 nd reminder and subsequent reminders	£45.00
Obtaining mortgage information and advising mortgage lender re arrears	£65.00
Re-presenting a dishonoured cheque	£25.00 + bank charges
Solicitors' fees for recovery of debt	Solicitor fees
Issuing consents for works dealt with by Managing Agent without use of solicitors	From £90.00
Issuing photocopies of documents	From £20.00
Issuing copy of insurance schedule (one per year)	Free of charge
Issue of complete Insurance Policy document – printed and posted	From £35.00
Call out visits by Estates Manager or equivalent (normally chargeable to the management company, but where the defect falls within the responsibility of the property owner, the owner will be liable for the charge)	£50 half hour £90.00 one hour £150.00 two hour £210 third hour
Staff Attendance at Leaseholders'/Directors' Meetings	From £45.00
Provision of general administration services to individual property owners	From £25.00
Registration of letting required for provision to insurance company and administration involved in dealing with landlords, letting agents and tenants	From £45.00
Dealing with landlords, letting agents and tenants re let properties	From £25.00
Arrangement to pay service charge by monthly standing order	From £30.00 pa
Dealing with protracted leaseholder correspondence (telephone calls, emails and letters) and/or repeated personal contact	From £45.00
Dealing with protracted shorthold tenants' or letting agents' correspondence	From £45.00
Dealing with insurance claims	From £45.00
Researching, sourcing & ordering materials requested by directors	From £35.00
Recovery on postage	From £0.91
Registering client PEEP information with our office and the fire brigade	£55.00
Annual review of client PEEP information; updating amendments & informing relevant persons	£35.00

Solicitor fees	
Completion of Managing Agents' Leasehold Questionnaire (LPE1) required on the sale of a Flat or leasehold house	£295.00
Completion of Managing Agents' Freehold Questionnaire required on the sale of a freehold house	£225.00
Charge for advice letter due to failure to provide requested documents	From £45.00
Registration of Deed of Covenant	From £95.00
Registration of Notice of Transfer or Assignment	From £95.00
Registration of Notice of Charge (Mortgage)	From £95.00
Issue of HM Land Registry Authorisation	From £95.00
Registration of Stock Transfer Form and issue of Share Certificate	From £95.00
Issue of replacement Share Certificate with Indemnity & Undertaking	From £95.00
Reissue of Asbestos Report or Fire Risk Assessment – printed and posted	£35.00
Completion of additional enquiries	From £65.00