

RJV  
Designs

# PROPERTY MANAGEMENT FEES

2020

## PROPERTY MANAGEMENT FEES

At RJV Designs, our priority is always to act in the client's best interest. Owners come to us for a bespoke service covering several property managements issues.

This document outlines our fees. For more information contact:

## CONTACT

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## MANAGEMENT FEES

Item	Charge
1 Property Management	4 - 6% per annum
2 Refurbishment and furnishing:	10% of the value of the project
3 Vacant property management: £140 per month	£140 per month
4 EPC	£120
5 Property visit:	£ 79 per visit
6 Land registry search	£ 10 per search
7 Cancellation fee with no notice	£150
8 Block management fee	£350 per dwelling per annum
9 Acting as company secretary £300 per annum	£300 per annum
10 Project management of major works (% of final contract value)	10%
11 Or per cost of works:	
• Under £500	£50 per applies
• Under £1000	£100
• Under £2000	£200
• Over £2000 but less than £5000	£400
Prices exclusive of VAT	
12 Responding to solicitors' pre-sales enquires and LPE1 forms	£400
13 Responding to solicitors' re-mortgage/charge enquires	£200
14 Copy of 3 years' service charge accounts	£50
15 Copy of 3 years' company accounts	£50
16 Copy of company Memorandum and Articles of Association	£50
17 Insurance documents	£50
18 Fire and general risk assessment	£50
19 Copy of lease	£75
20 Notice of assignment	£150
21 Certificate of compliance	£150
22 License to sub-let (per tenancy)	£125
23 Letter of consent (per permission e.g. pets)	£50
24 Provision of land registry documents	£75
25 License to alter	£200
26 Credit control/arrears	
First reminder – no charge	
Second reminder	£50
27 Solicitor letter before action	On request
28 Insurance process and any claim notifications involvement	£100 per annum