**RTB LEASEHOLD SCHEDULE OF FEES 2016/17**

 **FEE**

1. **Solicitor’s Enquiry Pack to include:**

Response to Enquires

Buildings Insurance Schedule

Insurance Summary of Cover

Service Charge Estimate for Current Year

Three Years Annual Certificates

Summary of Annual Meeting

Asbestos Report

Fire Risk Assessment

Completion Statement of Accounts for Service

Charges and Major Works £185.00

1. **Further enquiries extra to our pack charged at £45 per hour-** £ 45.00

**Minimum of 1 hour charged**

1. **Copy of Buildings Insurance Certificate** £ 20.00
2. **Copy of Estimate** £ 20.00
3. **Copy of Annual Certificate** £ 20.00
4. **Copy of Lease-** electronic & printed £ 35.00
5. **Notice of Transfer** £ 25.00
6. **Notice of Lender**  £ 25.00
7. **Postponement of Charge** £100.00
8. **Arears Escalation-** Third contact within service charge year £ 45.00

(Letter/Phone)

1. **Arears Escalation-** see 10 above- any subsequent letter £ 15.00