

FREDERICK GEORGE MANAGEMENT SERVICES LTD

Established 1869

In Association with

BENJAMIN STEVENS ESTATE AGENTS

194 Station road, Edgware, Middlesex, HA8 7AT

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Website: www.frederick-george.co.uk

TERMS OF BUSINESS

Section 18 – Estate Agents Act 1979

RESIDENTIAL AND COMMERCIAL PROPERTY MANAGEMENT SERVICES

Our services are tailored to the requirements of each individual client and INCLUDE:

1. The collection of Service Charges and any other monies in accordance with the Management Company's instructions consistent with maintaining/improving the quality of the Estate.
2. Quarterly Income and Expenditure Statements are prepared and emailed to the management committee. (if not on email then top copies are posted) Original invoices are kept on file for submission to the Auditors to enable them to prepare the end of year accounts.
3. The preparation of an Annual Budget in consultation with the Directors of the Management Company.
4. To hold monies in a named management company's Client's Account which is audited twelve monthly. Other accounts will be opened on your instructions (ie: deposit, lift fund, sinking funds, etc)
5. The general maintenance of the Estate to include gardening, general cleaning, repairs and other matters which would be attended to in accordance with the Management Company's duties.
6. The preparation of Specifications for service contracts or small building works in consultation with the Company. Normally two quotes are obtained for consultation and Section 20 notices served where necessary.
7. Dealing with the Local Authority in respect of any matters affecting the Estate, such as refuse collection, tree preservation orders, etc.
8. Communicating with the Buildings Insurance Company or the appointed Broker in respect of common parts claims and individual Lessee's claims.
9. Attending the Annual General Meeting if required and assisting in the preparation of an Agenda and the circulation of Minutes.
10. Making visits to the Estate when we would be pleased to meet with a representative of the Board of the Directors.
11. Our management fee of £0.00 per flat per annum is dependent on the amount of workload but will be set at the time we are appointed as managing agents and will be a fixed sum until such time it may be reviewed in accordance with the directors of the Management Company. Our fees are subject to VAT at the appropriate rate. A quarter's notice period can be given from either party.
12. We have the necessary Indemnity Insurance and Bonding which is applicable to property management.