



# Ethical Maintenance Administration Fees

Ethical Maintenance only manages common areas in housing developments and flats where there is an agreement to do so. That agreement will include terms that empower Ethical Maintenance to collect the agreed administration charges from property owners.

This document details additional administration charges that can be incurred. They would, of course, be set out in writing to the individual owner(s) when required.

## With effect from 13 January 2024

| Item  | Charge | VAT   | Total Charge |
|---|--------|-------|--------------|
| <b>Change of Owner</b>  |        |       |              |
| Administrative cost for changing the owner on our systems (This cost is borne by the outgoing resident) | £31.70 | £6.34 | £38.04       |
|   |        |       |              |
| <b>Administration</b>   |        |       |              |
| Communications for issues outside Ethical Maintenance systems (Charged per hour)                        | £37.50 | £7.50 | £45.00       |
| Postage   | £5.00  | £1.00 | £6.00        |
|   |        |       |              |
| <b>Copies of Original Documents</b>   |        |       |              |
| Administrative cost of making copies of documents and sending out                                       | £12.00 | £2.40 | £14.40       |
|   |        |       |              |