



Ethical Maintenance Debt Collection Fees

Ethical Maintenance only manages common areas in flats and housing developments where there is an agreement with owners to do so. That agreement includes terms that empower Ethical Maintenance to collect agreed charges from property owners and also the cost of collecting those charges.

As such, in line with the agreement, to be fair to those who pay on time and to minimise costs, those paying late cover the extra cost of collecting their late payment.

This document sets out the charges that may be incurred when payment is late. Charges would, of course, be set out in writing to any owner who is late in paying. That said, for those owners who have agreed a payment plan with us and are meeting the terms of that plan, these charges are waived.

With effect from 13 January 2024

Item	Charge	VAT @ 20%	Total Charge
Late Payment Administration Charge To cover the administrative cost of chasing unpaid invoices	£45.00	N/A	£45.00
Ownership Search Fees Administrative cost of checking with the Register of Scotland to find the owner of a property	£38.40	£7.68	£46.08
Alternative Dispute Resolution			
Mediator's fees	tbc	tbc	tbc
Mediator's expenses	tbc	tbc	tbc
Notice of Potential Liability for Costs (NPLC) The administrative cost of registering an NPLC	£138.38	£27.67	£166.05
Administrative cost of renewal of an NPLC	£27.45	£5.49	£32.94
Administrative cost of terminating an NPLC	£74.70	£14.94	£89.64
Debt Collection			
Debt collector administration fee (DCAF) Preparation for referral to the collector	£37.50	N/A	£37.50
Debt collector's fees – as incurred	tbc		tbc
Interest accrued on the Principal Sum Interest accrues from the due date of the payment	8%, or as per Title Deeds, plus Bank of England base rate		
Court fees – as incurred	tbc		tbc
Solicitor's fees – as incurred	tbc		tbc
Additional expenses – as incurred	tbc		tbc

Note: 'tbc' = to be confirmed. The costs cannot be predicted in advance; costs will usually depend on how much work has to be done.