



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 01 February 2025

Item	Charge	VAT 20%	Total Charge
Change of Owner			
Administrative cost for changing the owner on our systems (This cost is borne by the outgoing resident)	£100	£20	£120.00
Additional administrative cost will be charged for amendments to completion of sale dates and purchaser's details (charge per hour)	£37.50	£7.50	£45
Administration			
Unplanned work not covered by factors fee is charged on project basis	N/A	N/A	N/A
Postage	£19.95	£3.99	£23.94
Copies of Original Documents			
Administrative cost of making copies of documents and sending out	£20	£4.00	£24.00