

EXAMPLE SERVICE CHARGE STATEMENT

For Information only (invoice/ payment advice will follow shortly)

Property Address: 123 Abc Avenue

Property Reference: 123

Listed below is a breakdown of the annual service charges for your leasehold property. Please read the enclosed document for further information about how each charge is calculated.

Repairs, Regular Maintenance and Services	
Description	£ Amount
Electrical Supply	£41.11
Electrical Checks	£4.38
Electrical Repairs	£40.79
Electrical Inspection (EICR)	£6.65
Heating Supply	£0.00
Rechargeable Repair/Works (internal & external)	£13.76
Door Entry System Maintenance Contract	£20.20
Door Entry Repairs/Call outs	£0.00
Door/Door Entry System Replacement	£0.00
Neighbourhood Officer Support	£47.66
Lift repairs and Maintenance	£0.00
Fire Alarm Upgrade	£0.00
Fire Alarm Maintenance Contract	£0.00
Fire Alarm Repairs/Call outs	£0.00
Site Cleaning	£0.00
Window Cleaning	£2.51
Maintenance of Grounds	£36.75
Asbestos Work	£0.00

Cyclical Maintenance	
Description	Amount
Internal Decoration (Year «IDYR» of 7)	£33.21
External Decoration (Year «EDYR» of 5)	£0.00
Electrical Rewiring (Year «ERWYR» of 25)	£0.00

Ground Rent and Administrative Costs	
Description	Amount
Ground Rent	£10.00
Administrative Charge	£27.88

Sub Total for Charges and Ground Rent	£284.90
Adjustment	£0.00

Buildings Insurance	
Description	Amount
1 st April to 31 st March	£140.69
Total to pay	£425.59

General Information:

The charges you pay depend on the services Warwick District Council (WDC) provide for the building and the repairs we have to do in **shared areas**. They are also dependant on the terms of your Lease.

The cost of a service or repair is usually divided between the number of flats in a block or development (whether the flat is occupied by a council tenant or leasehold-owned).

A £0.00 amount on your statement indicates either: that a particular service is not provided for your property or no costs have been incurred in the last year.

Description	Explanation
<p>Electrical Supply Contact Number for queries specifically about this charge: 01926 456406</p>	<p>This charge is for the electricity supplied by SSE/TGP to WDC for the power used in shared areas. It may include corridor lighting, a security light outside, fire alarms, running a lift etc. If a credit is received as a result of an estimated reading after the annual service charge bill has been issued, this is taken off the amount charged next year. The charge is a total of the bills received during the 12 month period divided either by the number of flats in a block or the number of blocks that a meter covers.</p>
<p>Electrical Checks & Electrical Inspections (EICR) Contact Number for queries specifically about this charge: 01926 456067</p>	<p>Dodd Group carries out bi-annual electrical safety checks, all Leaseholders pay the same: £4.38. Comprehensive periodic inspections (EICR), in accordance with BS7671 & 5266 Part 8 Electrical Safety Regulations are carried out every three years. All these checks, under Health and Safety Regulations, are also for the safety of any visitors or third parties on-site.</p>
<p>Electrical Repairs Contact Number for queries specifically about this charge: 01926 456067</p>	<p>This charge is for any electrical repairs arising from the electrical checks and ad-hoc responsive repairs notified by customers e.g. replacing bulbs.</p>
<p>Heating Contact Number for queries specifically about this charge: 01926 456406</p>	<p>This charge is for very few properties. It applies when gas is supplied to an entire block by TGP to heat individual flats. The amount of the charge varies dependant on whether the property has one or two bedrooms. The charge also includes an amount for the annual boiler service.</p>
<p>Rechargeable Repair/Works (internal and external repairs to shared areas) Contact Number for queries specifically about this charge: 01926 456450</p>	<p>This charge is for a repair undertaken to a block or blocks of properties and is rechargeable e.g. aerial repairs. It covers the day to day responsive repairs carried out to keep the property structurally sound and its fixtures and fittings in a good state of repair (both outside and in shared areas). These repairs were carried out by Ian Williams/AXIS (or a Sub-Contractor of theirs) on behalf of WDC.</p>
<p>Door Entry System:</p> <ul style="list-style-type: none"> • Maintenance • Repairs/Call outs • Replacement <p>Contact Number for queries specifically about this charge: 01926 456328</p>	<p>The maintenance of Door Entry Systems, Repairs /Call Outs and Door Replacement programme is carried out by Baydale Control Systems Ltd. on behalf of WDC.</p>
<p>Neighbourhood Officer Support Contact number for queries specifically about this charge: 01926 456129 – Select Option 3 then Option 3 again</p>	<p>Neighbourhood Officers are employees of WDC. They carry out routine inspections of safety equipment such as emergency lighting, and fire alarms and ad-hoc maintenance.</p>

<p>Lift repairs and maintenance Contact Number for queries specifically about this charge: 01926 456328</p>	<p>This charge covers the 24 hour call out service provided to WDC by Express Lift Group/Stannah and includes the cost of any repairs and the monthly service inspections to make sure there are no major faults. It is divided between the number of flats in the block or development irrespective of which floor of the block the property is on.</p>
<p>Fire Alarm System</p> <ul style="list-style-type: none"> • Upgrade • Maintenance • Repairs/Call outs <p>Contact Number for queries specifically about this charge: 01926 456328</p>	<p>The contract for the maintenance of Fire Alarm Systems, Repairs /Call Outs and Upgrades is held by Baydale Control Systems Ltd.</p> <p>Maintenance of the fire alarm system includes a minimum of 4 tests per year.</p>
<p>Site Cleaning Contact number for queries specifically about this charge: 01926 456129 – Select Option 3 then Option 3 again</p>	<p>This is the cost for KINGDOM to regularly clean the internal, shared areas of a block on behalf of WDC.</p>
<p>Window Cleaning Contact number for queries specifically about this charge: 01926 456129 – Select Option 3 then Option 3 again</p>	<p>This is the cost for KINGDOM on behalf of WDC to clean the inside of communal windows 4 times a year (some smaller blocks also have the exterior communal windows cleaned and are charged accordingly).</p>
<p>Maintenance of Grounds Contact Number for queries specifically about this charge: 01926 456430</p>	<p>This is the cost for maintaining the grounds around your block e.g. grass cutting and tree/shrubbery pruning. The contract for this work is held by ID VERDE.</p>
<p>Asbestos Works Contact number for queries specifically about this charge: 01926 456436</p>	<p>This is the cost for the removal or management of Asbestos within the communal areas, internal and external</p>
<p>Internal Decoration Contact Number for queries specifically about this charge: 01926 456036</p>	<p>This charge is for the cost of materials and work hours to redecorate interior, shared areas of the block. The cost is divided by the number of flats and recovered over 7 years.</p>
<p>External Decoration Contact Number for queries specifically about this charge: 01926 456039</p>	<p>This charge is for the cost of materials, scaffolding and work hours to redecorate external areas of the block or development. The cost is divided by the number of flats and recovered over 5 years.</p>
<p>Electrical Rewiring Contact Number for queries specifically about this charge: 01926 456067</p>	<p>This charge is for the cost of materials and hours to re-wire shared areas of the block or development. Re-wiring is usually necessary after 25 years and the cost is divided by the number of flats and recovered over 25 years. WDC's contractor for this work is Dodd Group</p>
<p>Ground Rent Contact Number for queries specifically about this charge: 01926 456406</p>	<p>This is an amount paid as rent to Warwick District Council (the owner of the land on which the property is built). All Leaseholders pay the same £10.</p>
<p>Administrative Charge Contact Number for queries specifically about this charge: 01926 456406</p>	<p>This is based on the time spent administering the service, including preparing the charges and dealing with queries. All Leaseholders pay the same: £27.88</p>

Buildings Insurance Contact Number for queries specifically about Buildings Insurance: 01926 456823	This is the charge for the full 12 months and will be renewed annually in April.
Total Annual Service Charges	This is the amount you will be invoiced for this year

SAMPLE