

St Anns Quay

Administration Charges as at September 2018

As it is unfair on other leaseholders to share the cost of dealing with anti-social behaviour or breaches of lease by individual residents the following administration charges will be levied. This list is not exhaustive.

Tampering with smoke detectors	up to	£500
Vandalism	up to	£250 plus cost of the repair
Unauthorised disposal of household goods	up to	£250 plus cost of disposal
Persistent/serious Anti-Social behaviour	up to	£250
Soiling / littering of common areas	up to	£100
Smoking in public/designated no smoking areas	up to	£100
General breach of the lease	minimum	£100
Displaying flags in windows or on balconies	up to	£ 75
Washing on balconies or visible in windows	up to	£ 75
Unauthorised items/rubbish on balconies	up to	£ 75
Feeding pigeons	up to	£ 75
Letters regarding sundry lease breaches - first letter		£ 50
Letters regarding sundry lease breaches - second letter		£ 75
Letters regarding antisocial behaviour - first letter		£ 50
Letters regarding antisocial behaviour - second letter		£125
Letters regarding antisocial behaviour - final letter		£250
(subsequent letters will be via solicitors and will be charged at cost)		

NOTE - LETTER ALSO MEANS E-MAIL

Payment of these admin charges must be made within 14 days of notification, if not paid within time no more than two reminders may be issued, on each occasion the fee will increase by £50.

Any admin charges unpaid after 3 months will be added to the service charge account of the apartment. All service charge accounts need to be clear before property can be sold.

In the event that the leaseholder does not resolve the matter then legal action will commence under the terms of the lease. All legal fees will be added to the administration charge.