

Freehold Property Management

Management Fees

Each freehold is unique in its format and requires a bespoke approach and quote. Below are our standard charges and set up costs to give you an outline of the management service alone.

Small Freehold 1-4 Leasable Units	<ul style="list-style-type: none"> - Collection of leaseholder contributions and charges - Retention of client account fund for essential & planned works - Monthly accounts reporting- including works and contributions 	£185+vat Per Lease Per Annum
Medium Freehold 5-25 Leasable Units	<ul style="list-style-type: none"> - Compliance and Certification management - Annual complete maintenance inspection and strategy report - Coordination of AGM and Itinerary - Central point of contact for leaseholders and tenants 	£150+vat Per Lease Per Annum
Large Freehold 25+ Leasable Units	<ul style="list-style-type: none"> - Complete maintenance management service - Supply 24/7 emergencies maintenance support - General property support and guidance 	£120+vat Per Lease Per Annum

Set Up Costs

The set up and investigation into the freehold agreements and best format of management is vital in enhancing your current set up. This will allow the team to develop a strong management proposal and service. The time taken allows for all leaseholders to be involved and considered in the future of the property.

Small Freehold 1-4 Leasable Units	<ul style="list-style-type: none"> - Full review of all lease terms and freehold agreements - Raising of any relevant findings and advise actions - Consultation with all individual leaseholders. To capture and establish potential improvements to the service 	£185+vat Per Lease Per Annum
Medium Freehold 5-25 Leasable Units	<ul style="list-style-type: none"> - Introduction to tenants if applicable - Tenant consultation to engage in potential areas of improvement - Audit of all mandatory certification and licenses - Complete inspection and proposal document from our maintenance and lettings team. 	£150+vat Per Lease Per Annum
Large Freehold 25+ Leasable Units	<ul style="list-style-type: none"> - Bespoke quote with full annual and monthly breakdown to incorporate our complete proposal. Categorized into: <ul style="list-style-type: none"> • Management Costs • Mandatory Costs (certification and up keep) • Advisory (improvements and additions) 	£120+vat Per Lease Per Annum

Management Charges

Reactive support is often required above and beyond your planned expenses. CityLets are experience in all areas of property and have a internal set up and support network that allows for any property issue to be addressed and smartly managed. Our focus is to ensure best value from our contractors, while maintaining excellent standards. We also offer a range of administrative assistance to ensure all parties are supported.

Administration Support	The use of the administration team to perform task outside of standard management packages. This may include but not be limited to: <ul style="list-style-type: none"> •Supply of additional paperwork and support documents •Supply of additional financial information or adjusted payments •Insurance Claims support • Legal works •General administrative support 	£25 Per Hour +vat Minimum of 1 hour charge
Arranging of minor maintenance	Minor works includes maintenance and tasks that do not require a quote or non-standard contractors (non-skilled labour, plumber, electrician, and pest control)	Included
Arranging of major maintenance	Major works refers to the organising and management of any property-based tasks that require a quote or use of non-standard contractors This includes the organisation and follow up to works.	10% + vat of works agreed With a minimum charge of £100+vat

Standard Contractor Rates

General Maintenance	This is our contracted price for minor works. This will cover task that can be achieved by a maintenance team directly. If multiple tasks they will be grouped and charged per hour rather than per job. Materials are excluded from this price	£35 Per Hour +vat Minimum of 1 hour charge
Communal Cleaning	The cleaning team can offer regular or reactive services. We will often include communal area cleaning in our Advisory section.	£15 Per hour
Emergency Call outs (Attending Site)	General Maintenance	£80
	Plumber	£120
	Electrician	£120

Certification

We work with a range of contractors to support in upright and correctly certified properties. The prices below include your certification and the organisation and management of the process via the CityLets team. We will schedule and arrange all works and contact existing tenants for notice and ensure any follow up is carried out. A selection of these are only required in certain sized properties and we will advise accordingly. These prices are per report and can be instructed for communal areas and individual units as a group agreement.

Gas Safety	£100 + VAT
PAT Testing	£50 + VAT
EICR	£100 + VAT
Fire Risk Assessment	£65 + VAT
Fire & Emergency Lighting Checks	£75 + VAT
Fire Extinguisher check and review	£15 + VAT When conducted with the FRA or F& ELEC checks
Legionella Report, Asbestos Report and EPC	POA - Dependant on property details