Leicester House RTM Company Ltd

1a, 1 - 33 Leicester House, Thomas Wyatt Close, Norwich

Assessment of Maintenance Charge for the period 01/01/2020 to 31/12/2020
Date of this issue 08/10/2019

Development managed by

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Type of Unit	Budget TOTALS for 2020	1 Bed Apartment	2 Bed Apartment	2 Bed Apartment (Ground floor)	3 Bed Apartment	1 Bed Apartment Private Entrance	2 Bed Apartment Private Entrance	Budget TOTALS for 2019
		1	2	3	4	5	6	
No. of Units of Type	34	6	18	4	2	1	3	
Service Charge	35693.00	1121.70	1141.70	937.85	1134.70	540.85	616.85	
Reserve Charge	21070.00	610.00	625.00	620.00	685.00	540.00	590.00	
Total Cost	**56,763.00**	**1,731.70**	**1,766.70**	**1,557.85**	**1,819.70**	**1,080.85**	**1,206.85**	
Contract Maintenance								Comments
Cleaning (inc communal windows)	3634.00	118.00	118.00	118.00	165.00			Weekly Communal Cleaning 3634
Residential Window Cleaning	2495.00	80.00	80.00	80.00		15.00	80.00	Quarterly Window Cleaning (ALL) 2495
EM Lighting /Smoke Ventilation	830.00	25.00	25.00	25.00	25.00	20.00	20.00	M&E Servicing & Testing 830
Lift Servicing	4160.00	160.00	160.00		160.00			Lift Servicing 4049.6
LOLER Inspections	750.10	28.85	28.85		28.85			Lift LOLER Inspections 750
Caretaking Service	748.00	22.00	22.00	22.00	22.00	22.00	22.00	Light check / Testing / Minor issues 748
Pest Control	391.00	11.50	11.50	11.50	11.50	11.50	11.50	Pest Control Contract (Binstore/Perimeter)
Booster Pump / Water Storage	1870.00	55.00	55.00	55.00	55.00	55.00	55.00	6 mthly Pump Servicing & water management 1870
Insurance								
Block Buildings Insurance	8409.00	232.00	252.00	252.00	278.00	221.00	232.00	Annual premium 2019 + 3% 8170
Directors & Officers Insurance (DOL)	249.90	7.35	7.35	7.35	7.35	7.35	7.35	Annual premium 2019 + 3% 229.5
Administrative								
Management Fees	4050.00	125.00	125.00	125.00	125.00	75.00	75.00	Annual Man Fee - Retained same since 2011 4050
Audit & Accountancy Costs	884.00	26.00	26.00	26.00	26.00	26.00	26.00	External Accountants - Annual SC Accounts 901
Company Overhead & Contingency	1054.00	31.00	31.00	31.00	31.00	31.00	31.00	Allowance as per heading 1054
Maintenance / Repairs								
General Minor Repairs	2290.00	75.00	75.00	75.00	75.00	10.00	10.00	Allowance as per heading 2290
Utilities								
Electricity - Common Parts	2978.00	95.00	95.00	95.00	95.00	32.00	32.00	Allowance as per heading 2978
Telephone / Broadband	900.00	30.00	30.00	15.00	30.00	15.00	15.00	Allowance as per heading 900
Reserves								
Redecoration Sinking Fund (5yrs)	18010.00	520.00	535.00	530.00	595.00	450.00	500.00	£90k over 5yrs (based on 2018 cost plus 2% compound increase) 18010
Reserve Fund (M&E)	3060.00	90.00	90.00	90.00	90.00	90.00	90.00	Allowance for M&E & Fabric Repairs 3060
Other Charges (excluded from SC)								
Water Charges (Prepayment)	7650.00	225.00	225.00	225.00	225.00	225.00	225.00	Water via bulk metering to Pump Station 7650

Comparison to:							
Service Charge (2019)	34949.10	1098.85	1118.85	919.25	1110.85	523.25	598.25
Increase/Decrease in 2020	743.90	22.85	22.85	18.60	23.85	17.60	18.60
Percentage increase	2.13%	2.08%	2.04%	2.02%	2.15%	3.36%	3.11%
Reserve Fund Charge (2019)	21070.00	610.00	625.00	620.00	685.00	540.00	590.00
Increase/Decrease in 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percentage change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%