



**A pre-sale enquiry pack is available for £250 inc VAT
 (which also includes items 1-4 below)**

Alternatively, please note our individual fees listing as follows:

1	Statement of Account/Receipt	£23.50 inc vat
2	Service Charge/ Management Accounts (Last 3 Years)	£41.13 inc vat
3	Budgeted Service Charge Accounts (For the current Year)	£21.50 inc vat
4	Copy of Insurance Schedule (Please refer to insurers direct for copy of their policy)	£41.13 inc vat
5	Individual Enquiries	£11.75 inc vat (per question)
6	Memorandum & Articles of Association	£41.13 inc vat
7	Certificate of Consent to Sublet (Please issue copy references & Tenancy Agreement)	£75.00 inc vat
8	Copy of Asbestos Survey	£41.13 inc vat
9	Approval of References	£58.75 inc vat
10	Notification of Transfer (Payable upon Transfer)	£47.00 inc vat
11	Notification of Charge (Payable upon Transfer)	£47.00 inc vat
12	Certificate of Consent to Transfer/Certificate of Compliance	£58.75 inc vat
13	New Share/Membership Certificate	£62.25 inc vat
14	Share Certificate Indemnity Form (Lost Share Certificate)	£21.50 inc vat
15	Copy of Lease or Part Thereof	£41.13 inc vat
16	Copy of Trust Deed	£41.13 inc vat