

Hepworth Place (Managing Agent to be Appointed)

Block and Estate Service Charges

Block Service Charge

The Block Service Charge is the money you pay towards the cost of maintaining the block managed communal areas including the podium garden.

Estate Service Charge

The Estate Service Charge is the money you pay towards the cost of maintaining everything outside of the apartment building within the development footprint. This includes things like the hard and soft landscaping, play areas and development roads and footpaths.

The Block and Estate Service Charge is always paid in advance so there is a pot of money to pay your development's invoices, for example for the cleaning, servicing of fire safety systems or insurance invoices.

Your Lease and Management Obligations

The apartments at Hepworth Place have been sold on a 'leasehold' basis. When you purchased your property, you entered into a 'lease' document which contains certain rights and obligations regarding the management of the development.

In simple terms, you have agreed to cover the provision of services which are required to maintain the upkeep of communal areas of the Hepworth Place development.

Who's Who?

Freeholder: the owner of the land the development is built on.

Leaseholder: the owner of an individual apartment.

Management Company: The Hepworth Place 'Management Company' will be set up to manage the Hepworth Place development.

Management Company Directors: persons appointed to work on behalf of the Management Company. Initially this will be people appointed by the Freeholder while the development is being built. Once complete it is typical that the directors will be replaced by property owners. The appointed Management Company will facilitate this once instructed to do so.

The Directors' main duties are as follows: manage the development in line with the covenants in the lease, follow the management company rules and ensure accurate management of finances (i.e. approve the annual Budget and Accounts).

Block Managing Agent: The Block Managing Agent is to be confirmed but will be appointed by the Management Company to carry out the Management Company responsibilities, including the day to day running of the development.

Estate Managing Agent: The Estate Managing Agent will be the London Borough of Waltham Forest.

Estate and Block Service Charge Budgets

The Estate and Block Service Charge is based on a budget estimate that is prepared at the start of each year. It includes an estimate of the running costs relating to the communal areas that are due to be handed over for management in that service charge year. The estimate is based on supplier quotes, any historical expenditure and any planned works for the forthcoming financial year.

The first year's budget has been prepared based on information provided by the developer during the construction phase. There will inevitably be changes to the budget as more information becomes available and actual costs start to be incurred.

Future costs are difficult to predict and are subject to inflation and other external influences outside of the control of the Management Company.

Financial Year-End and Payment Dates

The financial year end for Hepworth Place is 31 December.

Your annual Estate and Block Service Charge payment schedule will be provided once the Managing Agent has been appointed.

Service Charge Demands & Statement of Account

At the start of the financial year, the Estate and Block Managing Agent will provide information relating to the Estate and Block Service charge budgets, including the following documents:

Annual Estate and Block Service Charge Estimate – this shows your annual estate and block service charge estimates. It is based on your percentage of the budget schedules that you contribute towards.

Estate and Block Service Charges Invoice – this shows your actual estate and block service charge for the current period.

Statement of Account – this shows the balance of your account. Further details regarding under or over-payment will be provided following the appointment of the Managing Agent.

Annual Accounts & Balancing Charge

At the end of the financial year, the accountants will produce an end of year statement (annual accounts) which is independently verified.

Further details regarding under or over-payment will be provided following the appointment of the Managing Agent.

How can I pay?

Payment details will be provided following the appointment of the Managing Agent

Insurance

Directors & Officers, Public Liability and Buildings Insurance is included in the Service Charge and shown as separate line items in the budget.

Apartment owners will need to arrange their own Contents insurance

