Service Charge and Ground Rent Arrears Costs

Blended hourly rate of £275 plus VAT applies irrespective of level of seniority of fee earner undertaking the work

Pre- Action

DESCRIPTION	DISBURSEMENTS	BW FEE (EXCLUDING VAT)	BW FEE (INCLUDING VAT AT 20%)
Letter Before Action to address in UK (by post or email)	Land Registry fee	£100.00	£120.00
Letters to additional addresses		£30.00	£36.00
Follow-Up Letters		£50.00	£60.00
Settlement Negotiations, Resolving disputes and/or bespoke letters		*hourly blended rate of £275.00	

Standard letter before actions requests payment within 14 to 30 days. We aim to process all instructions within three working days of receipt of all relevant information.

If a dispute is raised by the debtor or they request further time to obtain advice, time frames are likely to be extended to 90 days.

Issue of Court Proceedings

VALUE OF DEBT	COURT FEE	BW RECOVERABLE FEE (EXCLUDING VAT)	BW IRRECOVERABLE FEE (EXCLUDING VAT)	TOTAL BW FEE (INCLUDING VAT AT 20%)
Up to £300	£35.00	£50.00	£50.00	£120.00
£300.01- £500	£50.00	£50.00	£50.00	£120.00
£500.01- £1,000	£70.00	£70.00	£50.00	£144.00
£1,000.01- £1,500	£80.00	£80.00	£50.00	£156.00
£1,500.01- £3,000	£115.00	£80.00	£50.00	£156.00

£3,000.01- £5,000	£205.00	£80.00	£50.00	£156.00
£5,000.01- £10,000	£455.00	£100.00	£50.00	£180.00
£10,000.01- £200,000	5% of value of the claim	£100.00	Dependent on whether bespoke POC required, if so the hourly rate applicable- estimate to be provided	Estimate to be provided
£200,000.01 plus	£10,000.00	£100.00	Dependent on whether bespoke POC required, if so hourly rate applicable- estimate to be provided	Estimate to be provided

The above fees are based on issuing a simple claim through the Civil National Business Centre with standard particulars of claim. In most cases we will add interest to the initial debt pursuant to Section 69 of the County Court Act 1984 at the rate of8% per annum (or at the rate set out in the lease).

If the claim is more complex or requires bespoke Particulars of Claim, then we would charge in accordance with our blended hourly rate and we will provide you with a fee estimate prior to starting work.

Entering Judgment

DESCRIPTION	BW RECOVERABLE FEE (EXCLUDING VAT)	TOTAL BW FEE (INCLUDING VAT AT 20%)
Judgment in default of Acknowledgment of Service	£22.00- £30.00	£26.40- £36.00
Judgment in default of Defence	£25.00- £35.00	£30.00- £42.00
Judgment on admission where offer accepted	£40.00- £55.00	£48.00- £66.00
Judgment on admission where court decides date and time of payment	£55.00- £70.00	£66.00- £84.00

Requests for Judgment are submitted electronically to the Civil National Business Centre and typically processed within three working days.

Enforcement of Judgments

DESCRIPTION	COURT FEES/DISBURSEMENTS	BW FEE (EXCLUDING VAT)	BW FEE (INCLUDING VAT AT 20%)
Application to Lender for Payment		£200.00	£240.00
Section 146 Notice	Agent's fee for service	£500.00	£600.00
Preparing Claim Form and POC for Forfeiture proceedings	£404.00	£500.00	£600.00
Preparing for first forfeiture hearing	Agent's fee for hearing	£600.00	£720.00
Preparation for each subsequent forfeiture hearing	Agent's fee for hearing	£300.00	£360.00
Warrant for Possession	£148.00	£300.00	£360.00
Closure of leasehold title	Variable	£300.00	£360.00
Application for relief from forfeiture	Variable	Hourly rate (estimate to be provided)	Hourly rate (estimate to be provided)
Charging Order	£135.00 plus Land Registry fees	£350.00	£420.00
Preparation for Charging Order hearing if objection filed	Agent's fee for hearing	£300.00	£360.00
Removal of Charging Order	None	£150.00	£180.00
Consent/Tomlin Orders	£123.00	From £200.00	From £240.00

Defended Claims

DESCRIPTION	COURT FEES/DISBURSEMENTS	BW FEE (EXCLUDING VAT)	BW FEE (INCLUDING VAT AT 20%)
Defended claims	Variable court fees and Counsel's fees	Hourly rate (estimate to be provided)	Hourly rate (estimate to be provided)

The length of time to resolve disputed claims is dependent on various factors and the speed of the Court in listing the claim. Typically, the more high value and complex the claim, the longer the court process will be. We will be able to provide you with an estimated timescale upon receipt of the defence.

Possession Proceedings

DESCRIPTION	COURT FEES/DISBURSEMENTS	BW FEE (EXCLUDING VAT)	BW FEE (INCLUDING VAT AT 20%)
Prepare and file claim for possession (accelerated procedure)	£404.00	£600.00	£720.00
Prepare reply to defence and prep for hearing for possession (accelerated procedure)	Agent's fee for hearing	£500.00	£600.00
Prepare and file claim for possession (standard procedure)	£404.00	£700.00	£840.00
Prepare for hearing for possession (standard procedure)	Agent's fee for hearing	£600.00	£720.00
Warrant for Possession	£148.00	£300.00	£360.00
Settlement negotiations, Resolving disputes and/or bespoke letters		Hourly rate (estimate to be provided)	Hourly rate (estimate to be provided)