

<b>Your service charge explained</b>	
<b>Type of charge</b>	<b>Description</b>
Communal Cleaning	The cleaning cost for any shared communal areas at your scheme including window cleaning if applicable.
Communal Lighting, Power & Maintenance	Costs for any shared communal area at your scheme.
Central Heating & Hot Water Systems (Communal)	Heating and hot water (electricity/ gas) in any shared communal area.
Communal Grounds Maintenance	Gardening services provided to shared communal green spaces in any shared area.
Communal Television Systems & Aerial Maintenance	Maintenance and servicing of communal television/aerial systems.
Health & Safety	Fire risk assessments, legionella, emergency lighting, electrical safety testing etc.
Communal Water	Communal water provided within the communal area.
Third Party Management & Administration	Third party management agency fees, including managing agents and associated costs.
Guest Flat Costs	Guest flat servicing costs within your scheme.
Refuse/Fly Tipping	Removal of fly tipped rubbish left in any shared communal area.
Provisions	Cyclical replacement of various items specific to your shared communal area, for example replacement of door entry system, fencing, cycle racks, bin store etc.
Site Security	Day to day maintenance costs towards communal entrance doors and entry systems.
Caretaker	Caretaker costs if provided.
Admin Fee 15%	Standard administration charge to fund service charge management and collection.
Buildings Plants, Equipment & Installation	Maintenance contracts covering electrical equipment within any shared communal areas, items such as lifts, sewage pumps, laundry equipment etc.
Staffing Costs and/or intensive housing management	Staffing costs if provided.
Sundry Items	Small miscellaneous items or services within shared facilities e.g. toilet rolls in communal toilets.
Tenant accommodation-specific charges	These charges are applied and charged as part of your tenancy agreement e.g. home contents insurance.
Ground Rent	Ground rent payable as a leaseholder to the freeholder of the property.
Emergency Call	Costs to manage and maintain the warden call system.
Central Heating & Hot Water System (Individual)	Gas or electricity relating to the heating and hot water in your accommodation.
Buildings Insurance/Audit	Buildings insurance and audit fees if your property is within a shared ownership scheme.
Garden Maintenance	Individual garden maintenance provided at some individual properties.

Communal Furniture Replacements	Communal furniture replacements for items in shared communal areas.
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