SCHEDULE OF FEES

MANAGEMENT FEES

For each individual client / development Xenia Estates act on behalf of, a tailored Service Level Agreement will be created, of which of our Annual Management Fee will be based upon. Whilst we are open to taking on any type of development, subject to due diligence, we must ensure the delivery of our service is financially viable for Xenia Estates to ensure the quality of our service is not compromised. With this in mind, we have a minimum annual standard management fee for services to be delivered.

Minimum Management Fee	£2,000 + VAT

Dependent on the level of service required, we can create a bespoke management proposal which will transparently outline our service options and associated fees. Typically, our management fees are based on a cost per unit.

SERVICE CHARGE ACCOUNTANCY SERVICES

Xenia Estates are able to provide accountancy services in house, alongside a third-party accountant to certify accounts at the end of the Financial Year.

Minimum Fee	£1,250 + VAT

Our minimum fee' applies no matter the size of the development for the internal creation of service charge accounts & external certification. Fees will vary depending on the size of development, annual expenditure, and complexity of the service charge budget.

MAJOR WORKS

Xenia Estates are able to facilitate and oversee major work projects including works that qualify for Section 20 consultation as per the 1985 Landlord & Tenant Act. We may work with external project managers and surveyors to oversee the works of which individual fees will be disclosed per project.

STANDARD FEES BASED ON THE ANTICIPATED COST OF THE PROJECT	
Projects Under £250,000	15% + VAT
Projects Over £250,000	10% + VAT
Projects Over £500,000	5% + VAT
Projects Over £1,000,000	2.5% + VAT

For notices that are required to be served for the Section 20 Consultation there are fixed fees.

Minimum 3 notices required as per the 1985 L&T Act	£10 + VAT per unit per notice

Disclaimer: We reserve the right to change any fees stated above at any time – fees published November 2026. Final fees will be provided as part of a formal Property Management Proposal / Service Charge Budget and will be disclosed within a Management Agreement to be executed by all parties before services can commence.

COMPANY SECRETARIAL SERVICES

Xenia Estates can offer varying levels of Company Secretarial Services for Residential Management Companies to ensure the responsibilities at Companies House are fulfilled for the Limited Company.

LIMITED SERVICE	
Providing Registered Office or Confirmation Statement only	£120 + VAT
Providing Registered Office & Confirmation Statement	£240 + VAT

ALL INCLUSIVE SERVICE

The below items are inclusive of the All-Inclusive Service Xenia Estates can offer if appointed as Company Secretary: -

- Registered office address to be Xenia Estates' address at Companies House
- Preparation and filing of Confirmation Statement (Annual Return)
- Keeping safe the Company's statutory books
- Provision of service address for Directors
- Maintenance of the Register of Members
- Maintenance of the Register of Officers
- Liaison with company's accountants to ensure on-time filing of company accounts
- Filing at Companies House
- Arrangement and Notification of General Meetings
- Drafting of Resolutions
- Attendance and minute taking at General Meetings
- Business advice as required
- Amendments to Articles of Association

Please note that there is no limit to the number of transactions to be completed within the quoted fee for the All-Inclusive Service.

Under 100 Properties	£450 + VAT
101 – 250 Properties	£650 + VAT
201 and above Properties	£850 + VAT

CREDIT CONTROL

Xenia Estates have a robust Credit Control procedure to recover any debt owed by a leaseholder / homeowner. Standard fees to be applied to individual leaseholder / owner accounts are outlined below:

Arrears Letter – served on day 14 & 28 following payment due date	£90 + VAT per letter
Referral to Solicitor	£120 + VAT

Further fees will be applied to individual accounts once they are passed to a solicitor. Once this stage is reached, Xenia Estates are not able to discuss the financial account to prevent any disruption to the case passed to the Solicitor.

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PRE-SALE ENQUIRIES

A sample of Pre-Sale Enquiry fees are stated below. These fees will vary dependent on the requirement of the lease / transfer document - direct contact should be made to obtain the fees for the required information. Our legal team can be contacted via email: legal@xeniaestates.com.

Standard LPE1 Second Edition pre-sales pack including documentation	£250 + VAT
Express *(One Working day)*	£350 + VAT
Re-Mortgage Pack *(Management Information Pack, Notice of Charge and Certificate of Compliance)*	£200 + VAT
Notice of Transfer	£150 + VAT
Notice of Charge	£150 + VAT
Copy Statement	£50 + VAT

EXIT FEES

In the event of services ceasing with Xenia Estates, after the relevant notice is serviced as per the Management Agreement by the Client, there are associated fees to facilitate the management handover:

Full Management Handover Process	Equivalent of two months management fees.
Outstanding Credit Control Fees	To be deducted prior to handover of funds.

Xenia Estates are able to offer any services listed below on an independent basis. If you are interested in any of the services we have to offer, please don't hesitate to get in touch.

management@xeniaestates.com

03309 958010

Office 3.02, Colony Spring Gardens, 19 Spring Gardens, Manchester, M2 1FB

Xenia Estates

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