



Newcroft Gardens Management Company Fees

To whom it may concern,

1. These are the fees that are charged during a Sales process:

- At the start of the Sales process: £270.00
 - Usually paid by the Seller or Seller's solicitor
 - For the FME1 and the associated documents
 - Covers queries and clarifications

- Once the Sale has completed: £50.00
 - Usually paid by the Buyer or Buyer's solicitor
 - In addition, we must receive:
 - A valid signed and dated Deed of Covenant as specified in the TP1 form, completed by the new owners
 - A valid application to become a Member of Newcroft Gardens, aligning to the same names as the Deed of Covenant
 - Valid contact details for the new owners:
 - E-mail addresses
 - Phone number
 - Correspondence address (especially for landlords)
 - Ideally, the draft Compliance Certificate that you would like us to sign
 - We will then provide:
 - E-mailed Certificate of Compliance for the Land Registry
 - Wet signature on Certificate of Compliance for the Land Registry
 - Membership Certificate for Newcroft Gardens
 - Welcome e-mail to new owners

2. The Fee for issuing new Certificates for the same owners is £50 (say for Marriage/ Divorce/ Separation)

3. Contact details, especially e-mail addresses, must be kept current and there is no charge for changes.

4. The Annual Service Fee is £25 as specified in the TP1. Currently the courts are self-managed and Members need to provide some community help to avoid having to employing an Agent.

Signed by Cliff Sullivan

Director of Newcroft Gardens Management Company