

## Rent & Service Charge Arrears Recovery

### Our Fees

These costs apply where your claim is in relation to unpaid rent or service charge which is not disputed and enforcement action is not needed. Our pre-action recovery costs are as follows:

***PLEASE NOTE all hourly rates and fixed fees referred to in this schedule are subject to an annual review as at 1<sup>st</sup> October.***

Service	Cost	Total (inc. VAT)
Letter Before Action 1	£135.00 + £27.00 VAT	£162.00
Letter Before Action 2	£100.00 + £20.00 VAT	£120.00
Office Copies	£25.00 + £5.00 VAT	£30.00
Alternative Address Letter	£60.00 + £12.00 VAT	£72.00
Mortgagee Letter	£205.00 + £41.00 VAT	£246.00
Consent Mortgagee Letter	£190.00 + £38.00 VAT	£228.00

### Disputed Claims

If the other party disputes your claim at any point, we will discuss any further work required. Our usual litigation costs to further pursue an outstanding debt are as follows:

Service	Cost	Total (inc. VAT)
Drafting Fee	£230.00 + £46.00 VAT	£276.00
Copy Lease	£30.00 + £6.00 VAT	£36.00
Mortgagee Letter	£100.00 + £20.00 VAT	£120.00
S146 Notice	£270.00 + £54.00 VAT	£324.00

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor if you are VAT registered.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

## Hourly Rates

In the event that a claim is defended, we will levy the following hourly charge out rates:

Solicitor with over 8 years litigation experience: £275.00 plus VAT (£330.00)

Solicitor/Fellow of the Institute of Legal Executives: £195.00 plus VAT (£234.00)

Fellow of the Institute of Legal Executives (under 4 Years' experience) or other Fee earner of equivalent experience £160.00 plus VAT (£192.00)

Trainee Legal Executive and Paralegal Rate: £105.00 plus VAT (£126.00)

## What is included within our fees?

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending relevant letters and drafting documents as listed above
- Receiving payment and sending onto you
- If payment is not received, providing you with advice on next steps and likely costs

## Not included within our fees:

### Disbursements – Court fees, Advocate fees, Bailiff fees, Trace fees

Court fees vary depending on the size of the debt:

Debt value	Court Fee
Up to £300.00	£35.00
£300.01 to £500.00	£50.00
£500.01 to £1000.00	£70.00
£1000.01 to £1500.00	£80.00
£1500.01 to £3000.00	£115.00
£3000.01 to £5000.00	£205.00

<b>£5000.01 to £10,000.00</b>	<b>£455.00</b>
<b>£10,000.01 to £100,000.00</b>	<b>5% of the claim</b>
<b>£100,000.00 to £200,000.00</b>	<b>5% of the claim</b>
<b>More than £200,000.00</b>	<b>£10,000</b>

Advocate fee : subject to case

Trace fee: approximately £45.00 + VAT

### **What we need from you**

A copy lease and a statement of arrears.

### **How long will my claim take?**

Matters usually take between 3-6 weeks from receipt of instructions to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of our correspondence. If a claim is issued and/or enforcement action is needed, the matter will take longer to resolve. We will provide details when instructed.

### **Who will handle my matter?**

Rent and Service Charge arrears recovery is dealt with by Amy Kay and Zainab Khatoon, who both have over 10 years experience in the industry.

If your matter requires further action, our Litigation team will take over the handling of the file. The team is managed by Carl Raybould, who has over 10 years experience.

### **Need more information?**

Please contact Zainab Khatoon, our Business Development Manager, on 0121 289 5385.