

IMPORTANT NOTICE

VHMC Payment of Service Charges for 2015

Dear Leaseholder,

Please find attached your services charges for 2015. Under the terms of the lease, these are payable by 1st January 2015. However, the Board has agreed that, in 2015, a concession will be made and the charges may, under certain conditions, be payable in three equal instalments on or before 31st January 2015, 1st April 2015 and 1st July 2015. The conditions are:

- The instalment due by 31st January 2015 is paid, i.e. is received either on the company's bank account or, if paid by cheque, at the managing agents' offices, on or before the due date.
- All overdue service charges as at 31st December 2014 will be paid in full by 31st January 2015.
- The instalments due by 1st April 2015 and 1st July 2015 are paid on or before the due date.

Should any of the above conditions not be met, then the full amount of services charges for the year will immediately become payable. No extended periods will be granted. It is each leaseholders' responsibility to ensure that payments are made on time. Should a payment be missed, then a reminder will be sent out requesting full payment of the service charges for 2015. Should full payment not be received within 15 days of the date of the reminder letter, then a final reminder letter, which attracts an additional charge of £30, will be sent out. If full payment is not received within with fifteen days of the final reminder, then the file will be passed to the company's solicitors. Details of the charges which may be incurred by the leaseholder should the solicitors become involved are shown below.

We hope that you will welcome the action of the Board to grant the payment of service charges in instalments, and we count on each of you to make all payments on time to enable the Board to both service the estate and invest in projects intended to improve its condition.

Solicitor and Legal Costs for Debt Collection

Stage 1: Letter before Action

£150 plus VAT plus Land Registry fee of £3.

Stage 2: Issuing Court Proceedings

£200 plus VAT plus Land Registry fee of £3.

Court issue fee, calculated by reference to the value of the claim as follows:

Exceeds £500 but does not exceed £1,000 = £70.

Exceeds £1,000 but does not exceed £1,500 = £80.

Exceeds £1,500 but does not exceed £3,000 = £115.

Exceeds £3,000 but does not exceed £5,000 = £205.

Stage 3: Requesting Default judgment

£22 or £25 depending on whether an acknowledgment of service is filed.

Serving Default Judgment on lender (if applicable): £50 plus VAT.

Stage 4: Section 146 Notice

Section 146 notice to commence forfeiture proceedings: £125 plus VAT.