



EST. 1877

PROPERTY MANAGEMENT  
LETTINGS

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## A Guide

to

## ELLMAN HENDERSON

### Principal:

**Clive E. Perry, FNAEA (Fellow of the National Association of Estate Agents)**

**Ellman Henderson** was formed on the merger of two similar old established firms in 1991. Young Henderson & Mellor was established in 1877 as H and L Young and Ellman Brown & Baker was established in 1896.

**Property Management** has always been a major part in both firms' activities and the need for reasonable and reliable control in what can sometimes be a quite complex relationship, whether it be between landlord and tenant or lessor and lessee, has always been appreciated.

**Ellman Henderson** seeks to provide a reliable service for both landlords of tenants properties and lessors of leasehold flats.

We also undertake lettings, rent reviews, and registrations together with other related matters.

**Fee Structure:** ( all fees are subject to VAT)

- a. **Tenants Property:** Our fee is an agreed percentage of sums collected on behalf of the landlord and includes items listed in Schedule A below. Other work shown in Schedule B is outside the scope of the management fee and is charged separately.
- b. **Leasehold Flats:** We charge a basic fee per unit per annum for which the relevant items in Schedule A are undertaken. As above, the work Schedule B is charged separately.

Director: C. E. Perry (FNAEA)  
ELLMAN HENDERSON LTD

Registered in England No: 5508696 Registered office as above



## **Schedule A**

### **Duties of Managing Agent carried out on behalf of a client normally included in the standard management fees:**

1. Submitting demands and collecting rents, rates service and other charges at appropriate intervals.
2. Making payments to superior lessors, suppliers, staff, contractors, rating authorities professional advisers, insurers and others as may be appropriate.
3. Administering building and other insurances.
4. Preparing and submitting statements and accounting for balances at agreed intervals, normally quarterly.
5. Producing and circularising service charge accounts and supplying such information and details to which tenants and recognised tenants' associations are entitled.
6. Producing an annual estimate for expenditure for service charge purposes and contributing to reserves.
7. Administering reserve funds if any.
8. Where an auditor is required, answering enquiries from auditors.
9. Employing required staff (excluding advertising and agency expenses), and effecting necessary supervision.
10. Arranging maintenance contracts for all plant and equipment.
11. Making periodical visits to the property to ensure proper day to day running, and to inspect the buildings as to general condition.
12. Attending to normal routine management enquiries from tenants.
13. Dealing with day to day repairs to structure, plant, fixtures and fittings and equipment.
14. Keeping records in relation to tenancies and other relevant matters relating to the property.
15. Checking compliance with terms of leases and statutory requirements.
16. Instructing solicitors in relation to unpaid rent and charges and other matters.
17. Advising generally on management policy

## **Schedule B**

### **Work outside the normal scope of a management fee:**

1. Preparation of specifications, obtaining competitive tenders and supervising all works of a substantial nature. Such works are those other than normal day to day repairs.

**Fee:** Normal 10% of the cost of the works, but where extensive drawing or design work is required a special fee would be chargeable by arrangement.

2. Attending Court Hearings and giving evidence if required in relation to recovery of rent or other charges from tenants or ensuring compliance with lease covenants.

**Fee:** Based upon time taken at the appropriate rate for the personnel involved.

3. Professional services in connection with requirements arising out of statutes.

4. Professional services in relation to rating.

5. Consideration of application by tenants to carry out alterations.

6. Valuation of replacement cost of building for fire insurance purposes.

7. Professional services in connection with applications for lessors' consent to assignments, sub-lettings and changes of use.

**Fee:** By arrangement and recoverable from the applicant.

8. Professional services in connection with determination of Fair Rent under the Rent Acts.

**Fee:** Subject to agreement

9. Preparing Schedules of Dilapidation or Condition.