# Block Management Fee Guide

Transparent published fees for the management of residential blocks of flats in Greater London and Essex. Effective 2026. East Valley Block Management Ltd, Property Redress Scheme membership PRS054254.

This guide sets out our published starting fees so that directors, freeholders and resident management companies can understand exactly what a managing agent costs before speaking to us. There are no hidden charges, no commissions and no mark-ups.

## Who this schedule applies to

- Purpose-built blocks of flats
- Converted buildings containing flats
- Mixed-use buildings containing residential flats, subject to complexity

### Who this schedule does not apply to

- Private housing estates
- Developments consisting mainly of houses
- Estate-only management

Those developments require a separate assessment and a tailored proposal, because the management responsibilities differ from those of a block of flats.

## How we are paid

> “Our published schedule provides a transparent starting fee based on the number of flats. We will review the building, existing records and management requirements before providing a confirmed proposal.”

- East Valley does not currently charge VAT.
- We do not add commissions or mark-ups to contractor charges, communal utilities or building insurance.
- Contractor, maintenance, utility and insurance costs are separate from the management fee and are paid through the service-charge budget.
- Coordinating routine maintenance is included in the management service, but the contractor’s actual invoice is not included in the management fee.

**Find the exact fee for your block**

Use our online fee estimator to see the published fee for any number of flats from 1 to 200: https://eastvalleyproperties.co.uk/block-management-fee-estimator

# What the standard management service includes

Every block we manage receives the same core service, delivered by a named manager who knows the building.

## Financial management

- Preparation of the annual service-charge budget
- Issuing service-charge demands with the statutory summary of rights and obligations
- Collection of service charges and management of arrears, including escalation where required
- Service-charge funds held in the client's own name, not pooled in a generic agent account
- Payment of contractor, utility and insurance invoices from the service-charge account
- Regular income and expenditure reporting to directors

## Building and compliance management

- Routine site inspections with written reports
- Coordination of fire risk assessments and remedial actions
- Management of statutory compliance, including electrical, water hygiene, lift and asbestos obligations
- Building insurance placement, renewal and claims handling
- 24-hour emergency reporting line for residents

## Contractors and maintenance

- Instruction and supervision of cleaning, gardening, lighting and repairs contractors
- Competitive tendering of contracts and review of contractor performance
- Coordination of reactive repairs and planned maintenance

## Leaseholder and director support

- Enforcement of lease covenants and handling of leaseholder correspondence
- Support for directors of RTM companies, resident management companies and share-of-freehold blocks
- Attendance at directors' meetings and the annual general meeting
- Statutory consultation under Section 20 where qualifying works or agreements arise

**Included in the fee, and what is not**

Management and coordination of routine maintenance is included within the annual management fee. Contractors' charges for services such as cleaning, gardening and window cleaning are separate and are paid through the development's service-charge budget.

# Block management starting fees

Fees start from £1,995 a year. The annual fee increases with the number of residential flats in the development. The figures below are representative examples from our published schedule; the online estimator gives the exact fee for any number of flats from 1 to 200.

| Number of flats | Starting annual management fee |
|---|---|
| 1–4 | **£1,995** |
| 5 | **£2,100** |
| 10 | **£4,000** |
| 12 | **£4,200** |
| 18 | **£5,850** |
| 24 | **£7,800** |
| 49 | **£15,925** |
| 50 | **£16,225** |
| 75 | **£23,725** |
| 100 | **£31,225** |
| 150 | **£46,225** |
| 200 | **£61,225** |

### Developments of 50 to 200 flats

The annual fee is £15,925 plus £300 for each flat above 49.
More than 200 flats: please request a tailored proposal for developments containing more than 200 flats.

### Exact fee for your block

https://eastvalleyproperties.co.uk/block-management-fee-estimator

## When the starting fee is reviewed

These are transparent starting fees for standard block management. The starting fee may need to be reviewed where the building has additional complexity, including:

- Mixed commercial and residential use
- Major unresolved compliance issues
- Extensive historic service-charge or accounting problems
- Ongoing major works
- Tribunal proceedings or serious disputes
- Multiple buildings or unusually complex communal facilities
- Significant work required during management handover

We do not apply an automatic complexity surcharge. Where additional work is likely, we discuss it with you and set it out clearly in the confirmed proposal.

# Optional services and additional charges

## Optional services

These services are separate from the block management fee and are only charged where the client selects or requests them.

| Optional service | Fee |
|---|---|
| Annual service-charge accounts | **£700 per year** |
| Company secretarial service | **£400 per year** |

## Administration charges

Charged to the individual leaseholder or party requesting the service, not to the service-charge budget as a whole.

| Administration service | Fee |
|---|---|
| Notice of Transfer | **£90** |
| Notice of Charge | **£90** |
| LPE1 management information pack | **£300** |
| Deed of Covenant | **£120** |
| Certificate of Compliance | **£120** |
| Licence to Alter | **From £150** |
| Duplicate documents | **£30** |

## Section 20 major-works administration

These are administration fees connected with qualifying major-works consultation and project coordination. The actual contractor cost is separate and is paid through the service-charge budget.

| Value of qualifying works | Administration fee |
|---|---|
| Works up to £5,000 | **£500** |
| Works between £5,001 and £15,000 | **£750** |
| Works between £15,001 and £30,000 | **£1,000** |
| Works above £30,000 | **£1,500** |

**Request a confirmed proposal**

Send us the building details and we will review the block, existing records and management requirements, then confirm your fee in writing.

01708 918663 · hello@eastvalleyproperties.co.uk

eastvalleyproperties.co.uk/request-a-proposal

East Valley does not currently charge VAT. All fees shown are annual unless stated otherwise and are starting fees for standard residential blocks; the final fee is confirmed after our review of the development, lease structure, facilities, compliance requirements and anticipated management workload.