

Pine Close Monthly Service Charge Instructions

Why do residents pay a monthly service charge?

In order to cover the upkeep of the private land and the management company costs, a monthly service charge is payable by the property owners on the close. This charge covers: *gardening of communal areas, disposal of gardening waste, regular tree cutting, maintenance of the garage areas, electricity/water costs, accountancy costs and secretarial services*. A full breakdown of costs is shown in the Annual Report & Accounts which are available on Documents page of the Pine Close website: <http://www.pineclose.com>.

How much is it?

From 1st January 2018 the **service charge is £42 per month**. This is payable on the 1st of every month. New residents should pay from the 1st of the month following completion. Service charges are reviewed annual and when required, increased cover any increases in costs.

How should residents pay it?

Payment of the monthly service charge should be made by standing order to:

Account name: Pine Close Management (Horsell) Ltd

Account number: 01027186

Sort Code: 30-99-80

Bank: Lloyds Bank plc (32 Commercial Way, Woking, GU21 1ER)

Reference: PC XX [please insert house number in place of XX]

The easiest way to create and amend standing orders is online or using a banking app on a smart phone, however should you need a paper standing order instruction form this can be provided on request.