

## Our Services

...benefitting your business

### Service Charge Review

Whether you are levying service charges upon tenants or paying service charges as an occupier, Service Charge Associates offer to landlords, tenants and managing agents a thorough and informed review. We will analyse your data to highlight high cost areas and/or poor value for money and will identify the potential for efficiencies, together with possible savings, whilst promoting a fair and transparent service charge.

Depending on your requirements, we can offer a service charge review **free of charge**.

### Service Charge Audit

If your building seems to cost more than you feel it should or you would value a "health check" to assess how the service charge is being managed, a service charge audit will help provide a detailed appraisal.

### Service Charge Set up

Whether you are looking to start up a new service charge regime or overhaul an existing one, we can assist in providing you with technical advice.

### Planned Maintenance Advice

We can undertake an in depth review of your maintenance requirements, including existing contracts, compile / review Planned Preventative Maintenance (PPM) programmes, and carry out in depth surveys of plant to ensure that it is being maintained and operated in the most efficient manner.

We can also undertake contract re-tenders, M & E dilapidations surveys, building fabric surveys together with feasibility and energy reports.

Our main aim is to reduce your on-going costs, whilst maintaining or where possible, improving the operation of the services and extending the longevity of the plant.

### Energy Assessment

Service Charge Associates carry out surveys of building services plant and equipment to ensure the optimum use of energy.

Our aim is to reduce your energy usage, whilst maintaining or where possible, improving the operation of the services. Following an inspection, we will make recommendations to reduce your energy bill.

### Dispute Resolution

Our team of experts can assist the resolution of service charge disputes. We can act as mediators to help disputing parties reach settlements or as independent experts jointly appointed by the disputing parties to determine the most equitable solution.

### Draft or Existing Lease Review

We are trained and experienced in reading lease agreements and interpreting the appropriate recoverability of service charge and other building costs.

We can advise you on proposed service charge provisions in draft leases.

Many leases are generic and do not correspond well with the building specifics. We can undertake an assessment of the lease, visit the building and advise on the appropriateness of the proposed lease drafting. Therefore, we can ensure that our advice is tailored to your specific needs at the proposed building.

### Project Co-ordination

Service Charge Associates are able to offer Project Co-ordination skills to landlords and tenants on projects as diverse as stone cladding repairs to chiller replacement. We have in-house design and management experience relating to both building fabric elements and mechanical and electrical installations.

Where relevant, we can act as CDM (Construction Design & and Management) Co-ordinator.

### Dilapidations

Service Charge Associates offer consultancy services designed to successfully settle dilapidations claims at lease expiry. Having represented both landlords and tenants upon numerous claims, utilising extensive experience of lease interpretation, building fabric elements and M&E installations, we are well positioned to advise landlords upon the compilation of a justifiable claim or to act for tenants in defending a claim received.

Please see our website for further information or contact us to discuss your requirements.

### Service Charge Associates Limited

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