



PAYMENT TERMS and DEBT RECOVERY

Common Charges

Invoices are due for payment within 28 days of the date of issue. If you are unable to make payment in full please contact your property manager as soon as possible.

If you have a dispute regarding any item of expenditure on your account please intimate this to us immediately, all other non-disputed items should be settled within our payment terms.

After 21 days a reminder will be sent advising that payment is due within 7 days.

Invoices outstanding thereafter will receive a chargeable, 7 day legal demand and an administration charge of £30.00 (including Vat) will be applied to unpaid accounts.

Invoices outstanding thereafter may be passed to a third party Debt Collection Agency for which the cost of recovery will be applied to your account.

Invoices outstanding following the 7 day demand may be subject to service of a Notice of Potential Liability against the Title of the property. A charge of £90.00 (including Vat) will be applied to your account.

Court Action for recovery of debt may be instructed where accounts remain unpaid 90 days after the due date. Where an account is escalated to legal action for recovery, a legal handling charge of £60 (including Vat) will be added to your account. Any expenses and interest awarded by the Court under a Decree for Payment will be due in addition to the principal sum pursued.

In cases of formal Court proceedings, where levels of indebtedness affect our ability to manage a block or development effectively, we may share information about the levels of debt with other Owners having a common interest in the block or development.