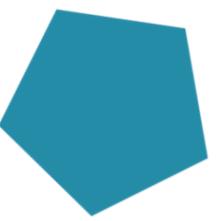
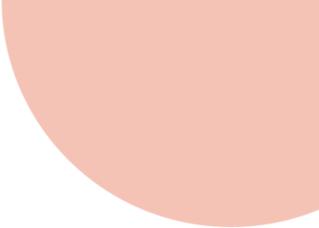


# Service Charges and apportionment





# Apportionment



Most of Octavia's charges are apportioned by a points system. Our service charge accountants look at the number of bedrooms and the maximum occupancy. Using this data they apply a point allocation.

Using a fictitious scheme called Juniper Square, below is a table with the point allocation example.

Name	Address	Bedroom Size	Maximum Occupancy	Point Allocation
Mr James	Flat 1 Junipar Square, Test Street, Shenley, WD7 9ET	3	5	9
Mr Lane	Flat 2 Junipar Square, Test Street, Shenley, WD7 9ET	2	4	8
Mr Smith	Flat 3 Junipar Square, Test Street, Shenley, WD7 9ET	1	2	6
Mr Snyder	Flat 4 Junipar Square, Test Street, Shenley, WD7 9ET	2	3	7
Ms Hill	Flat 5 Junipar Square, Test Street, Shenley, WD7 9ET	3	5	9



\* Some schemes have costs apportioned using rateable which is set out in homeowners leases.



# Apportionment Continued

Below is an example of how we apportion an invoice.

Page 1 of 1

interphone  
Powering your security

Interphone House  
12-22 Herga Road, Harrow  
Middlesex  
HA3 5AS

Tel: +44(0)208 621 6000  
Fax: +44(0)208 621 6100  
E-Mail: creditcontrol@interphone.co.uk  
Web Site: www.interphone.co.uk

**CONTRACT INVOICE**

**Invoice Address**  
Octavia Housing and Care  
Accounts Payable Emily House  
202-208 Kensal Road  
London  
W10 5BN

**Delivery/Site Address**  
Flat 1 Junipar Square  
Test Street  
Shenley  
WD7 9ET

28 NOV 2019

Contract No:	RS018	Invoice No:	71468
Account No:	OCTAVIAH	Tax Point:	01/12/2019
Customer Order No:		Due Date:	31/12/2019

Description	Qty	Unit	Discount	Total
Equip Description: ISIT006069_1 Interphone Audio Door Entry Site Address: Linden Gardens 16 London W2 4ES Rental cover from 01/01/2020 to 31/12/2020 Including inflationary RPI increase @ 2.1%				£251.79
Totals:				£251.79

There is a contractual obligation to pay this invoice within 30 days, if your system requires an order number, it is your responsibility to raise and supply this to Interphone. Any delays in payment will cause disruption to service.

RECEIVED  
28 NOV 2019  
FINANCE DEPARTMENT

\*MS1066710\*

Code	Rate	Net	V A T
1	20.00%	£251.79	£50.36

Bank Details  
Bank of Scotland  
Sort Code : 120103  
Account No. : 00441754

Total Net Amount:	£251.79
Total Tax:	£50.36
Total Amount Payable:	£302.15

In the event of this account becoming overdue we reserve the right to charge interest pursuant to our contract terms  
We take this opportunity to remind you of your obligations under clause 6 of the contract:  
The subscriber shall not transfer this contract (or any part thereof) to a third party without the Company's previous written consent which, subject to a standard fee, shall not be unreasonably withheld. Upon any such transfer, the Subscriber's liability shall cease when he secures that the party to whom the Contract is transferred agrees with the Company in writing to be bound by the terms hereof.

Please detach this portion and return with your remittance advice to Interphone Ltd at the above address

Customer: Octavia Housing and Care Invoice No: 71468  
Account No: OCTAVIAH Invoice Total GBP: £302.15

Title of goods remains with Interphone Ltd until full payment is received.  
Registered in England - No: 00692333 VAT Registration No: 505 8269 40

We have received an entry phone invoice for the value of £302.15, this is an estate invoice and therefore all residents are going to pay a portion of the invoices.

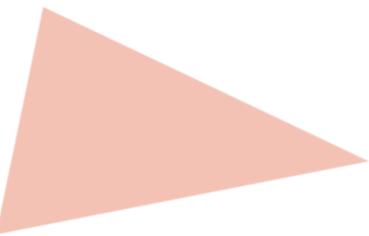
Total Number of points for the scheme = 39

Invoice total £302.15 divided by the total scheme points =£7.75 times by the unit point allocation of the property- using Mr. James points of 9 = £69.73

Therefore, Mr. James would be billed £69.73 as his contribution to the invoice.

Name	Address	Point Allocation	Portion to pay
Mr James	Flat 1 Junipar Square, Test Street, Shenley, WD7 9ET	9	£69.73
Ms Lane	Flat 2 Junipar Square, Test Street, Shenley, WD7 9ET	8	£61.98
Mr Smith	Flat 3 Junipar Square, Test Street, Shenley, WD7 9ET	6	£46.48
Mr Snyder	Flat 4 Junipar Square, Test Street, Shenley, WD7 9ET	7	£54.23
Ms Hill	Flat 5 Junipar Square, Test Street, Shenley, WD7 9ET	9	£69.73
	Totals	39	£302.15





# Different Tenures can mean different Service Charges

## Leaseholders/Shared Owners Example

Description	Annual share of estimated charges
Responsive repairs (block)	£120.00
Building insurance	£190.00
Window cleaning	£15.00
Grounds maintenance	£50.00
Fly-tipping removal	£16.20
Cleaning	£220.68
Cyclical fund	£169.20
Fire safety equipment maintenance	£30.00
Door Entry	£33.02
Electricity (common parts)	£58.74
Management fee	£201.60
Total	£1,104.44

## Assured Tenancies/ Intermediate Rents Example

Description	Annual share of estimated charges
Responsive repairs (block)	£120.00
Window cleaning	£15.00
Grounds maintenance	£50.00
Fly-tipping removal	£16.20
Cleaning	£220.68
Fire safety equipment maintenance	£30.00
Door Entry	£33.02
Electricity (common parts)	£58.74
Management fee	£201.60
Total	£745.24

The homeowners can pay more service charges than tenants, this is because leaseholders and shared owners are obliged to pay buildings insurance, cyclical and/or sinking funds as per their lease. Whereas we cannot recharge this to tenants. This often prompts residents to ask why they pay more than their neighbour. It is important to remember that this does not mean homeowners subsidises the tenants.

