

**PROPERTY: SAXON COURT, LEAMINGTON SPA, WARKS**

**MAINTENANCE FUND ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2009**

| <b><u>ESTIMATED COSTS</u></b> |                       |                                 | <b><u>EXPENDITURE</u></b> |                       |
|-------------------------------|-----------------------|---------------------------------|---------------------------|-----------------------|
| <b><u>Group 1</u></b>         | <b><u>Group 2</u></b> |                                 | <b><u>Group 1</u></b>     | <b><u>Group 2</u></b> |
|                               | 840.00                | COMMUNAL CLEANING               |                           | 0.00 ?                |
| 500.00                        |                       | WINDOW CLEANING                 | 670.00                    |                       |
|                               | 300.00                | COMMUNAL ELECTRICITY            |                           | 1430.73               |
| 1500.00                       |                       | LANDSCAPING MAINTENANCE         | 1282.50                   |                       |
|                               | 275.00                | FIRE EQUIPMENT MAINTENANCE      |                           | 0.00                  |
|                               | 150.00                | DOOR ENTRY SYSTEM MAINTENANCE   |                           | 0.00                  |
|                               | 1600.00               | LIFT MAINTENANCE                |                           | 449.22                |
|                               | 475.00                | LIFT INSURANCE                  |                           | 0.00                  |
| 200.00                        | 300.00                | GENERAL REPAIRS CONTINGENCY     | 0.00                      | 0.00                  |
|                               | 2100.00               | BUILDING INSURANCE              |                           | 0.00                  |
| 200.00                        | 1300.00               | GENERAL RESERVE FUND            | 200.00                    | 1300.00               |
| 293.75                        |                       | COMPANY SECRETARIAL SERVICE     | 293.75                    |                       |
|                               | 300.00                | HEALTH & SAFETY RISK ASSESSMENT |                           | 0.00                  |
| 250.00                        |                       | ACCOUNTANCY FEE                 | 0.00                      |                       |
| 0.00                          |                       | ADMINISTRATION & MANAGEMENT FEE | 400.00                    |                       |
| 0.00                          |                       | VAT ON MANAGEMENT FEE           | 70.00                     |                       |
| <u>£2,943.75</u>              | <u>7,640.00</u>       | <b>TOTAL EXPENDITURE</b>        | <b>£ 2,916.25</b>         | <b>3,179.95</b>       |

**MAINTENANCE FUND ADJUSTMENT**  
**SEE ATTACHED SCHEDULE**

We hereby certify that the above is a true and fair view of the expenditure for the property during the maintenance year and that the adjustment has been calculated in accordance with the legal documents

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

for and on behalf of Exclusive Property Management Ltd

