

## Sales Management Pack

Further to your enquiry re our Sales Information Management Pack please be aware that we issue our own Standard LPE1 Sales Management Pack. Following the issue of our pack any additional enquiries will be answered as and when they arise from the seller's and the buyer's Solicitors. Our Sales Information Management Pack is valid for 3 months.

Please note we make a charge for responding to your enquiries.

- Management Pack Leasehold Flat & House - 30 working days - £396.00
- Management Pack Freehold House - 30 working days - £276.00

Please ensure you provide an email address where the pack should be issued to.

Please note that our current turnaround time for the issue of our sales pack is approximately 30 working days minimum. This is due to the high volume of enquiries we are receiving. This is just an approximation and it may take longer however, we will strive to get this issued to you as quickly as possible.

All prices quotes are inclusive of VAT.

Payment should be made via direct bank transfer using the details below. Please ensure that the first line of the property address is quoted within the reference field and advise us via email to [solicitor.enquiries@warwickestates.net](mailto:solicitor.enquiries@warwickestates.net) once payment has been made in order that we may allocate the payment. Our bank details for payment are:

**Barclays Bank UK PLC**

**Account Name:** Warwick Estates Property Management Limited

**Sort Code:** 20-41-15

**Account Number:** 93191435

**Reference:** First line of property address

**IBAN:** GB31BUKB 20411593191435

**SWIFT:** BARCGB22

**VAT Number:** 930 4345 47

We shall provide the following information, subject to availability:

- Details of the freeholder
- Ground rent
- Construction of the development
- Lease terms
- Insurance details and copies of the policy
- Breakdown of the service charge arrears outstanding for the property & the current year's budget
- Details of any problems we have encountered at recovering service charges on this development
- 3 years' worth of accounts
- Information of any known future works that are due to take place within 3 years
- Details of the management company and the company secretary including a copy of the Memorandum and Articles of Association
- Details of our notice fees are included
- A copy of the fire, health and safety risk assessment
- Details of the parking restrictions and how to obtain permits
- Copies of the minutes of the last Annual General Meeting upon request

Please be advised receipt of payment shall be considered as a firm instruction to issue our sales information management pack and as such will not be refundable.

Data protection is an important part our organisation's practices and procedures. For details read our policy on how we'll handle your personal data at [www.warwickestates.net/gdpr/](http://www.warwickestates.net/gdpr/).

Warwick Lite, Warwick Estates and Warwick Premier are all trading names of Warwick Estates Property Management Limited. Registered Office: Unit 7 Astra Centre Harlow Essex CM20 2BN. Registered Number: 0623 0550.