

Ground Floor, 323 Kingston Road,
Leatherhead KT22 7TU

Service Charge Information

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**Information Relating to the Service Charge Levied for the Ground Floor Offices
at 323 Kingston Road, Leatherhead**

The Service charge will be levied at £7,850 in years 1 & 2 and rising to £8,500 in year 3. Plus VAT.

Please note that no accounts for the service charge will be produced.

The service charge will include the following items (please see the lease for exact services):

- Electricity, heating & cooling charges (subject to 'normal' usage, if for instance a tenant adopts a call centre type usage then these costs will then be increased or separately metered).
- Heating/cooling maintenance charges (the units are regularly serviced).
- Water rates.
- Maintenance of the fire protection and smoke alarm systems including emergency lighting (including extinguishers in the suite itself).
- Water & legionella testing.
- Maintenance of the intruder alarm system.
- Maintenance of the car park and exterior of the building.
- Maintenance of the answerphone/door entrance system.
- Maintenance of the on-site defibrillator.
- Cleaning of the common areas.
- Cleaning of the suite itself including toilet and the supply of toilet consumables.
- Buildings insurance (not contents).
- External rubbish & recycling collections (tenant to take their own rubbish from the suite to external bins).
- External window cleaning.
- Repair liabilities on the building so effectively proposed lessee will take responsibility for internal of the suite only.

Property Management (contact for management is Emma Meakin at Hurst Warne, emma.meakin@hurstwarne.co.uk, 01372 360190). Emma will assist in the smooth running of the suite.

The service charge is based on normal occupation of premises 5 days per week, 8 hours per day. The service charge will be increased if occupation is in excess of these hours on anything other than an occasional basis.

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