



NEW DEVELOPMENT CHECKLIST

Please complete this Check List with as much information as possible providing copies of all documentation requested. This will ensure that we are able to provide accurate Service Charge Budget and Management Strategy Proposals for future management of the development.

SITE NAME	
DEVELOPER	
CONTACT NAME	
TEL. No. / MOB No.	
E-MAIL ADDRESS	

SITE COMPOSITION	<p>Please advise the following:</p> <ul style="list-style-type: none"> • Total number of units in Managed Area? • Number of Freehold units? • Number of Leasehold Units? • Number of Commercial units • Number of Affordable Units? • Commercial units - nature of occupation?
LEGAL FRAMEWORK	<p>Freeholder or Landlord/Residents Management Company/Leaseholder <small>(Please delete those not applicable)</small></p>
FREEHOLDER NAME	
FREEHOLD INTEREST	Retained / Passed to Residents Management Co. (R.M.C.) / Sold?
R.M.C. NAME	
DO YOU REQUIRE US TO SET UP A R.M.C?	YES/NO
GROUND RENT P.A. PER PROPERTY	£ Managing Agent to collect? YES / NO
DEVELOPERS SOLICITOR:	<p>Name</p> <p>Address</p> <p>Contact & Tel. No.</p>
DATE BUDGET/PROPOSAL REQUIRED	
PROPOSED MARKETING DATE	
ESTIMATED DATE OF 1st PRACTICAL COMPLETION	
MEETING REQUIRED?	YES / NO SUGGESTED DATE/S:

PLEASE PROVIDE FOLLOWING DOCUMENTATION:

- SITE PLANS (incl. Landscaping and Underground Services)
- SITE CONVEYANCE PLAN (indicating Managed Areas)
- COPY HEAD LEASE
- COPY ALL RESIDENTIAL LEASES APPLICABLE
- COPY COMMERCIAL LEASE
- COPY DEED OF CONVEYANCE &/OR DEED OF TRANSFER
- LIST OF PLOT NOS./PROPERTY TYPE/POSTAL ADDRESSES
- LIST OF PLOTS with FLOOR AREAS and No. of BEDROOMS APPLICABLE
(For Banded Budgets & Ground Rent purposes)
- COPY FULL PLANNING CONSENT & SECTION 106 NOTICE
- COPY OF NHBC or ZURICH 10 YEAR WARRANTY AGREEMENT
- SPECIFIC LANDSCAPING REQUIREMENTS
(As required by Local Authority)

GENERAL INFORMATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:

	Please indicate	Details
Is the property (A) new construction or (B) refurbishment?	A/B	
If refurbished, any part 'Listed'	YES/NO	
If 'Listed' – advise GRADE	YES/NO	
Does the site contain any antiquities, entrance pillars or similar?	YES/NO	
Is the site in a conservation area?	YES/NO	
Will the Management Scheme be expected to contribute to any costs to an outside owner or provider for estate matters?	YES/NO	
Are there any outside parties that have an obligation towards any of the development facilities?	YES/NO	
Does the site involve any Flying Freeholds?	YES/NO	
Are you aware of any past or present boundary disputes?	YES/NO	
Will any Social Housing on site contribute to the Estate areas?	YES/NO	
Is there any Agreement between the Developer and any Registered Social Landlord relating to the management of the development?	YES/NO	
Are there any specific Section 106 requirements which will impact on the management of the development?	YES/NO	
Are on site staff required? – Give details	YES/NO	
If YES, what 'on site' facilities are to be provided? e.g. office, store, toilet facilities etc. Welfare.		

* Delete as necessary

Please indicate how the Service Charges should be split?

- Equally per unit**
- On a 'banding system' based on floor areas**
- Other (Please advise)**

COMMUNAL FACILITIES

Please enclose copies of relevant agreements/installation specifications/warranties

			Please advise any specific Warranty requirements
CCTV SYSTEM	YES/NO	RENTED/PURCHASED	
DOOR ENTRY SYSTEM	YES/NO	RENTED/PURCHASED AUDIO/VIDEO	
ENTRANCE GATES	YES/NO	MANUAL/ELECTRIC Operated by? No. of gates?	
VEHICULAR ACCESS SYSTEM	YES/NO	RENTED/PURCHASED	
TV/SATELLITE SYSTEM	YES/NO	RENTED/PURCHASED	
EMERGENCY LIGHTING	YES/NO		
FIRE ALARM SYSTEM	YES/NO		
AUTOMATIC OPENING VENTS	YES/NO		
FOUL WATER PUMPING STATION	YES/NO		
FRESH WATER PUMPING SYSTEM	YES/NO		
SURFACE WATER PUMP	YES/NO		
FRESH WATER STORAGE TANKS	YES/NO		
NON DOMESTIC BOILERS	YES/NO		
LIFTS	YES/NO	Please complete page 6 with details	
LIGHTNING PROTECTION	YES/NO	No. of conductors?	
STORMWATER ATTENUATION SYSTEM	YES/NO	Please advise location of cells on conveyance plan	
GYM/FITNESS ROOM	YES/NO	Equipment to be PURCHASED/LEASED?	
Residents use only?	YES/NO		
SWIMMING POOL or SAUNA/STEAM ROOM	YES/NO		

If any answer is YES – please give details above or on page 10 ‘Additional Information’

INTERNAL COMMUNAL AREAS

	Please indicate	NOTES
Communal Cleaning – frequency required?	Weekly/fortnightly	
Lighting control (please advise if other than low energy fittings to be installed)	Time clock /Daylight sensor /Time-lag switches	
Landlords power supply – separate?	YES/NO	
Number of internal Landlords power supplies		
Will internal communal areas be heated?	YES/NO (Details)	
Metering arrangements for water supplies for communal areas and individual units?	Individual metering /Master & Sub-meters*	
Please advise type of floor finish	Carpet/Floor tiles/Other	
Please advise type of wall finish	Painted / Papered	
Please provide details of furnishings / fixtures in communal areas	YES / NO	
Will there be a communal heating system providing heat to each apartment?	YES/NO (Details)	
Will there be a communal air conditioning system?	YES/NO (Details)	

- * Sub meters are best avoided and water charge billing calculated on service charge percentage contribution applied to each property. This assists in keeping Management Fees at an acceptable level as it reduces the manpower involved in individual meter reading and calculations by the Managing Agents.

LIFT INFORMATION

FOR EACH LIFT, PLEASE GIVE DETAILS BELOW

	LIFT No. 1	LIFT No. 2	LIFT No. 3
LOCATION			
MAKE			
MODEL			
TYPE* (See below)			
No. of passengers?			
No. of floors serviced?			
Fire fighting lift?	YES / NO	YES / NO	YES / NO
Telephone line?	YES / NO	YES / NO	YES / NO
Telephone link method?**			
24 hour maintenance cover required?	YES / NO	YES / NO	YES / NO
Does manufacturers or installers warranty include maintenance in first year?	YES / NO	YES / NO	YES / NO
Commercial Goods Lift?	YES/NO		

* Type - Hydraulic, traction or MRL?

** Telephone linked to monitoring service, emergency services or other? Please advise.

REFUSE DISPOSAL ARRANGEMENTS

	Please Indicate	NOTES
External enclosure / integral enclosure / other (please indicate type and number)		
Type and number of container:		
Please advise if you are supplying the bins or whether these are to be hired through the service charge:		
How many Landlord water supplies are provided for bin stores?		
Will a contractor be required to re-locate bins on collection day?		

EXTERNAL COMMUNAL AREAS

	Please indicate	NOTES
Landscaping – frequency required?	Summer - Weekly/fortnightly Winter – Weekly/fortnightly	
Lighting control (please advise if other than low energy fittings to be installed)	Time clock /Daylight sensor /Time-lag switches	
Give details of lighting proposals for external communal areas		
Landlords power supply – separate?	YES/NO	
Number of external Landlords power supplies		
Will external walls require future redecoration?	YES/NO (Details#)	
Will the Management Company be responsible for window cleaning?	Apartments - YES/NO Communal Areas - YES/NO	
Are windows tilt & turn?	YES/NO	
Proposed exterior cleaning method?	Abseil /Cherry-picker /Cradle /Reach & Wash /Other	
Frequency for window cleaning?	Monthly /Bi-monthly /Quarterly	
Are there any glazed panels, atriiums or glazed roofing areas or similar requiring maintenance?	YES/NO (Details)	
Are there any trees with Tree Preservation Orders in the managed area?	YES/NO (Details)	
Is there a Children’s Playground or other amenities in the managed areas?	YES/NO (Details)	
Are there any items of public art?	YES / NO (Details)	
Will Access Roads be a) adopted by Local Authority or b) remain private?	A / B	
Will Drainage (road sewers/culverts) be a) adopted by Local Authority or b) remain private?	A / B	
Will the Street Lighting be a) adopted by Local Authority or b) remain private?	A / B	

- Please provide external decoration specification for balconies, doors, walls, windows etc.
- Please provide details of boundary walls, gates, fences, hedges and railings falling within the site management scheme, including ownership, maintenance and decorative specifications.

CAR PARKING

	Please indicate	NOTES
Please advise number of parking spaces in managed car parking areas only :		
Basement/undercover		
Surface/in open		
Garages		
Car Ports		
Visitors spaces		
Other (please advise use)		
Please indicate type of surface e.g. Tarmac, block paving, permeable etc...		
Will there be a car lift?	YES/NO (Details)	
Does the basement/underground parking have any of the following:		
a) Fire shutters	YES/NO (Details)	
b) Petrol interceptor	YES/NO (Details)	
c) Sprinkler system	YES/NO (Details)	
d) Sump pumps	YES/NO (Details)	
e) Ventilation System	YES/NO (Details)	
Basement/underground lighting method?	24 hour /motion sensor /other	
Method of Vehicle Access Gate operation?	Loop /Proximity control fob /Remote control handset /swipe-card or other	
Will gate/s be connected to apartment door entry system?	YES/NO	

- Please advise how car-parking will be allocated &/or sold on the development.
- Please provide plot list detailing allocations.

Continue on Page 11 if necessary

INSURANCE INFORMATION

PLEASE ADVISE THE FOLLOWING:

- New development / Purpose built / A Conversion*
- Property Build Date..... Conversion Date.....
- Timber frame construction? YES/NO

Wall construction		Roof Construction	
Floor/staircase construction		No. of blocks	
Basement	YES/NO	No. of storeys (ex. Basement)	

- Is the development on brown, blighted or decontaminated land? YES/NO
If YES, please provide copy of the geo-environmental report.
- Are there any ornamental features within the estate? e.g. fountains, ponds or lakes, statues, seating areas etc. YES/NO
Give details# (Photos if possible)
- Are there any communal facilities on the estate? e.g. play area, gym, swimming pool, Jacuzzi, sauna and/or steam room etc? YES/NO
Give details# YES/NO
For residents use only?
- Are there any commercial units on the site? e.g. shops or offices? YES/NO
Give details#
- Number of residential units - Leasehold..... Freehold.....
- Basement car park YES/NO Details size/safety measures#
- Garages YES/NO Number..... Part of main building/separate*
- Lift/s or water pumps etc. YES/NO Details#.....
- Any Social Housing? YES/NO Details#.....
- History of subsidence? YES/NO Details#.....
- SUMS TO BE INSURED** Buildings £.....
IMPORTANT Please provide **separate** Communal Contents £.....
rebuild value for each block/outbuilding # Property Owners Liability - £5 million (standard)
This should include Architects, surveyor's Terrorism Cover YES/NO
fees etc., removal of debris costs and VAT. Engineering Cover (Lifts/boilers) YES/NO
Directors & Officers Insurance YES/NO
LVT Legal Expenses Cover YES/NO

* Please delete as required.
Give details on reverse of this form if more space required.

ADDITIONAL NOTES: