



FEE STRUCTURE & SCHEDULE OF CHARGES

Total Property Factoring & Management Ltd
Company No: **SC875809**

1. Purpose of This Document

This Schedule of Charges sets out the factoring fees payable to **Total Property Factoring & Management Ltd** (“TPFM”, “we”, “us”) for services delivered in accordance with the **Statement of Services** and the relevant **Deed of Appointment**.

This document is issued in compliance with:

- The Property Factors (Scotland) Act 2011
- The Property Factor Code of Conduct

2. Standard Factoring Fee

2.1 Core Management Fee

- **£47.00 per property, per quarter**
- Exclusive of VAT (where applicable)
- Charged equally to each property/unit forming part of a managed block

This fee covers the standard factoring and management services described in the **Statement of Services**.

The fee applies uniformly regardless of:

- Tenure (owner occupied, tenanted, student/HMO)
- Use (residential or commercial)

3. Managed Buildings / Blocks Covered by This Schedule

This Schedule of Charges applies to all properties forming part of the following **managed buildings and block appointments**.

Important:

Each building listed below may comprise multiple individual flats, commercial units, HMOs, or main door entries.





Individual properties are recorded in the **Property Register**, which is maintained separately and available on request.

3.1 University Avenue – G12 8NN

- 3 University Avenue
- 5 University Avenue
- 7 University Avenue

3.2 Victoria Road – G42 7SA

- 339 Victoria Road
- 341 Victoria Road
- 343 Victoria Road

3.3 Bath Street – G2 (Corrected & Explicit)

Bath Street – G2 4JW

- 248–252 Bath Street (*Newton Hotel*)
- 254 Bath Street
- 256 Bath Street

Bath Street – G2 4HW

- 202 Bath Street (*multiple commercial units within the building*)

Each of the above constitutes a **separate block appointment**, notwithstanding similar street naming.

3.4 Arlington Street – G3 6DT

- 27 Arlington Street
- 29 Arlington Street
- 31 Arlington Street





3.5 Armadale Street / Onslow Drive

- 191 Armadale Street / Onslow Drive, G31 2QE
- 104 Armadale Street, G31 2QD

3.6 Bank Street – G12 8NF

- 59 Bank Street

3.7 Berkeley Street – G3 7HY

- 130 Berkeley Street

3.8 Holland Street – G2 4NB

- 134 Holland Street

3.9 Hope Street – G2

- 154 Hope Street, G2 2TH
- 158 Hope Street, G2 2TH
- 160 Hope Street, G2 2TL
- 166 Hope Street, G2 2TJ





4. Review of Fees

4.1 Fixed Fee Period

- The quarterly factoring fee of **£47.00 per property** will remain fixed until the **end of Q2 2026**.

4.2 Price Review

- A formal fee review may be undertaken at the end of Q2 2026
- Any proposed change will:
 - Be notified in writing
 - Include a clear explanation
 - Be subject to appropriate notice

There is **no automatic uplift**.

5. Additional & Exceptional Charges

The quarterly factoring fee does **not** include:

- Major works project management
- Specialist surveys or professional reports
- Insurance claim handling requiring specialist input
- Legal services or tribunal representation

Any additional charges:

- Will be clearly explained
- Will be agreed in advance where required
- Will be applied transparently

6. VAT

- Fees are stated exclusive of VAT where applicable
- VAT will be charged in accordance with current legislation





7. Transparency & Access to Information

Owners may request:

- A breakdown of charges
- Copies of invoices
- Supporting financial documentation

Requests will be responded to within **10 working days**.

8. Approval & Review

- This Schedule of Charges is approved by the Directors of TPFM
- Reviewed annually or following material change
- Issued alongside:
 - Statement of Services
 - Complaints Handling Procedure
 - Code of Conduct Compliance Mapping

