

Range of Services and Charges – 2007

[this document is incorporated in our Client Service Contract at paragraph A. 1.0]

N ^o	Item	BGN	GBP
1	Estate Agency – Lettings (see note 1)	15% + any additional expenses involved in meeting and greeting, cleaning etc.	
2	Estate Agency – Sales	3% of sale price	
3	Estate Agency - Buyers	1.75 – 2% of purchase price Min. 1,000 BGN Min. £355	
4	Formation / Change of details of Limited Company (BUT see note 4)	480	170
		+ Legal, Notary and Translation fees and Govt Taxes	
5	Providing address for limited company (annual charge)	70	25
4	Inspecting the property once or twice per month as instructed (per hour)	30	10.60
		+ Travelling Expenses (see # 19)	
5	Additional visits to the property and other attendant work for particular reasons not covered elsewhere (per hour) (see also note 4 below)	35	12.40
		+ Travelling Expenses (see # 19)	
6	Work done under Power of Attorney (per hour)	40	14.20
		+ Travelling Expenses (see # 19)	
7	Attending Bank to pay in or withdraw funds (per visit) (see note 7)	30	10.60
8	Arranging and overseeing building works (new builds, renovations, alterations and additions), including: discussions with you and with builders, preparation of written contract, arranging translation into Bulgarian. If agreed with you, we also arrange and coordinate “control visits” by a qualified building engineer (unless this is done by your own architect) prior to pre-stage payments. Interim and final reports with photographs by e-mail are also provided. (See also note 8).	As #6 + Travelling Expenses (see # 19) and Building Engineer’s Fees	
9	Advising on and Arranging Insurance	As #6 + Travelling Expenses (see # 19)	
10	Arranging and assisting with Legal Advice or Architectural Services		
11	House furnishing (includes attending on delivery and overseeing safe/complete delivery and installation)		
12	Arranging Security and attending callouts		
13	Arranging annual accounts for your limited company		
14	Arranging and assisting with Translation Services	As #5 + Travelling Expenses (see # 19)	
15	Arranging and attending Structural Surveys		
16	Receiving and paying Property Tax, Electricity and Water Bills		
17	Arranging Gardening Services including regular visits to monitor activity		
18	Arranging House Cleaning and Preparation		
19	Travelling Expenses per kilometre		
Notes:			
<p>The above rates apply to work done locally in Bulgaria. Work done outside Bulgaria in the UK (e.g. meeting and talking with you at length on the telephone, discussing and agreeing your requirements, preparing documents and / or transmitting everything to Vama for implementation is charged for at twice the local rate for work done under a power of attorney (i.e. £25.00 per hour) and UK travelling expenses are charged at £0.35 per mile. This charge includes work done in the UK under # 6.</p> <p>All the items are priced separately but, if there are any work items done simultaneously (e.g. visits to property and garden monitoring visits) only the higher rate item (if any difference) would be charged. In the example given, however, if we were already visiting your property and then you asked us to find and employ a gardener, this would, of course, be charged separately as normal as a one-off charge.</p> <p>These notes form part of this contract and the numbers of the notes relate directly to the numbers in the left hand column beside the relevant item.</p> <p>1. The charge of 15% only applies if WE have been successful in arranging the letting. The remaining items (meeting greeting and cleaning etc) are charged at actual cost + 10% unless otherwise previously agreed specific charges with the client. If the main purpose of your property is letting we strongly suggest that you agree these with us at the beginning.</p> <p>4. The procedure for the formation and registration of limited companies is to change. Although theoretically applicable from 1 October 2006, it is unlikely that the new registration system and the re-registration of existing companies will become a practical reality until the middle of 2007 at the earliest. The new government agency has no offices or personnel as yet! The existing system will continue until the new agency is properly constituted. Once the new system is in full operation or charges will be reviewed and, most probably, revised to reflect the amount of work actually involved. The charges shown are a maximum and apply to only to new company formations under the existing system. Some changes, although apparently minor in the UK legal system, can, under Bulgarian law, mean doing almost the same work as is involved in the formation of a new company. Always check with us before instructing us to carry our any changes as you may decide that these are uneconomic.</p> <p>7. This work falls within #6. Although this can often take at least 90 minutes it can also take 45 minutes – it just depends on the nature of the transaction and the length of the queue! Because of the uncertainty involved we think that it is quite wrong for us – and unrealistic for you - to calculate the exact number of minutes spent in this work. Visits to the bank are, therefore, charged at a standard rate of 30 BGN (£10.60). This equates to a charge for around 50 minutes.</p> <p>8.1 We are now implementing a new aspect to our service which includes, where the client desires it, the appointment of a specialist buildings engineer (in the UK called a surveyor) who will visit your project at the beginning of the project, during the building works before payment stages and – sometimes by surprise – at other points in between.</p> <p>8.2 The cost of this service is an additional charge but always less than the cost of you visiting Bulgaria to check on progress yourself. Reports will be sent to you – with photographs – before stage payments are made and should any problems arise.</p> <p>8.3 If the works have been planned by an architect or other similarly qualified person, these “control” visits will be made by that person whose charge is part of the fees that you agreed with them. Receiving and submitting their reports, duly translated when appropriate (e.g. they reveal problems), are also included in the charge. In certain cases (i.e. very small contracts not needing building control visits or very large contracts), the charge is likely, for one reason or another, to be inappropriate and will be discussed and agreed before work proceeds.</p> <p>9 – 18 The original additional 5% or 10% percentage charges have been dropped. We will only charge for the actual time taken in carrying out these tasks. The higher rate (#6) applies where the work is carried out under the power of attorney or imposes a higher degree of responsibility.</p>			