

CHARGES TO HARROW

FOR BOTH PARTS OF THE SERVICE AND 100% OF THE SERVICE

From 1st October 2012

MAIN CONTRACT AREAS	
EXECUTION OF LIABILITY ORDERS, COUNCIL TAX & BUSINESS RATES	
Execution of L/O's - There will be no cost to the Council for the service based on fixed monthly charges or charges per case. Tenderers to confirm this in the space opposite.	Newlyn confirm there will be no charge/cost to the council for providing this service
Please state any additional charges to the Council. Charges to the Debtors are dealt with elsewhere and you do not have to disclose those here. Tenderers to confirm this in the space opposite.	Newlyn confirm there will be no additional charge/cost to the council for providing this service
There will be no cost to the Council for instructions returned as being:-	Newlyn confirm there will be no charge/cost to the council for instructions returned.
a) Nulla Bona	
b) At the Council's request	
c) By reason of the Council's code of collection	
d) Any other reason	
Tenderers to confirm this in the space opposite.	
UNPAID PENALTY CHARGE NOTICES	
Execution of Warrants under RTA and TMA. There will be no cost to the Council for the service based on fixed monthly charges or charges per case. Tenderers to confirm this in the space opposite.	Newlyn confirm there will be no charge/cost to the council for providing this service
Please state any additional charges to the Council. Charges to the Debtors are dealt with elsewhere and you do not have to disclose those here.	Newlyn confirm there will be no additional charge/cost to the council for providing this service
There will be no cost to the Council for instructions returned as being:-	Newlyn confirm there will be no charge/cost to the council for instructions returned.
e) Nulla Bona	
f) At the Council's request	
g) By reason of the Council's code of collection	
h) Any other reason	
Tenderers to confirm this in the space opposite.	
UNPAID COMMERCIAL RENTS	
Execution of Landlord's rights - Recovery of Unpaid Commercial Rents & other actions	In the majority of the Council's leases there will be clauses making the tenant liable for rent collection and legal action costs. Where this is the case it is anticipated that the relevant costs will be payable by the tenant. Where no such clauses exist, the Council will pay the relevant fees/charges.
There will be no cost to the Council for instructions returned as being:-	Newlyn confirm there will be no charge/cost to the council for instructions returned.
i) Nulla Bona	
j) At the Council's request	
k) By reason of the Council's code of collection	
l) Any other reason	
Tenderers to confirm this in the space opposite.	
To bring about a forfeiture at commercial premises plus disbursements; i.e. locksmiths, boarding up premises or on site security.	£150 plus Locksmiths charges and any boarding up costs which will vary from instruction to instruction.
To attend premises, taking possession on behalf of landlord from a representative of the County Court or High Court to include making an inventory of the goods on the premises, plus disbursements, i.e. locksmiths, boarding, or on site security.	£350 plus Locksmiths and boarding up costs which will vary.
To dispose of goods remaining on premises charged at an hourly rate as indicated opposite.	£45.00 per hour
To recover rental arrears by Common Law Distraint. (If charges are other than fixed fee, please state percentage, sliding scale etc)	No Charge
Cost of preparing sworn Affidavit to confirm service	No charge
Cost of preparing witness statements	No charge
The contractor must state the cost of serving notices for the following:-	£75.00
Successful Personal Service	No Charge
Unsuccessful Personal Service but effective Postal Service	No Charge
Unsuccessful Service (Personal or otherwise)	No Charge
Cost of preparing sworn Affidavit to confirm service	No Charge
Please state any additional charges	No additional charges
ARREST WARRANTS WITH & WITHOUT RAIL	
The Contractor shall provide details setting out the costs that will be chargeable to the Council for arrest warrants WITH RAIL within Council's administrative area	£50.00 successful
The Contractor shall provide details setting out the costs that will be chargeable to the Council for arrest warrants WITHOUT RAIL within Council's administrative area	£75.00 successful
The Contractor shall provide details setting out the costs that will be chargeable to the Council for arrest warrants WITH RAIL OUTSIDE Council's administrative area	£50.00 successful
The Contractor shall provide details setting out the costs that will be chargeable to the Council for arrest warrants WITHOUT RAIL OUTSIDE Council's administrative area	£75.00 successful
The Contractor shall also set out the costs that will be charged [if any] for unsuccessful execution and charges for escorting arrested debtors, and any waiting time costs that may be charged.	£75.00
ADDITIONAL WORK AREAS	
HOUSING BENEFIT OVERPAYMENTS COLLECTION	
	Percentage to be charged by Contractor & CAP / Maximum charge if applicable.
Debt collection on amounts up to £500	12%
Debt collection on amounts in excess of £500 but less than £1,000	12.00%
Debt collection on amounts in excess of £1,000 but less than £10,000	12.00%
Debt collection on amounts in excess of £10,000	12.00%
NB. The contractor is to stipulate the percentage to be charged on recovered monies for debt values within each of the above bands. If the contractor operates a capping system where the percentage charged does not apply to monies recovered over the cap, or a maximum charge within the band over which no additional costs are charged to the Council once the maximum cost is reached, then the percentage, cap value and maximum charge must be shown in the table above. If charges are variable on monies recovered between the different bands [for example 10% may be charged on all monies recovered up to £250 then 5% charged on monies recovered between £250 & £500, etc, then the applicable scales of fees must be set out and explained. If the contractor operates a capping system where the percentage charged does not apply to monies recovered over the cap, or a maximum charge within the band over which no additional costs are charged to the Council once the maximum cost is reached, then the percentage, cap value and maximum charge must be shown in the table above. This schedule of fees also assumes that no charge will be made where no recovery occurs. If this is not the case, then you must set out below your charge for administering unsuccessful recoveries.	
Administration charge for unsuccessful recoveries. [If set amount please state amount in pounds sterling. If a percentage of debt passed to contractor, please state percentage that will be charged and any caps that may apply].	No Charge
SUNDRY DEBTS including Planning, Building Control, Licensing & Library fees as well as Miscellaneous Housing Charges & Others	
	Percentage to be charged by Contractor & CAP / Maximum charge if applicable.
Debt collection on amounts up to £500	10%
Debt collection on amounts in excess of £500 but less than £1,000	10%
Debt collection on amounts in excess of £1,000 but less than £10,000	10%
Debt collection on amounts in excess of £10,000	10%
NB. The contractor is to stipulate the percentage to be charged on recovered monies for debt values within each of the above bands. If the contractor operates a capping system where the percentage charged does not apply to monies recovered over the cap, or a maximum charge within the band over which no additional costs are charged to the client once the maximum amount is reached, then the percentage, cap value and maximum charge must be shown in the table above. If charges are variable on monies recovered between the different bands [for example 10% may be charged on all monies recovered up to £250 then 5% charged on monies recovered between £250 & £500, etc, then the applicable scales of fees must be set out and explained. This schedule of fees also assumes that no charge will be made where no recovery occurs. If this is not the case, then you must set out below your charge for administering unsuccessful recoveries.	
Administration charge for unsuccessful recoveries. [If set amount please state amount in pounds sterling. If a percentage of debt passed to contractor, please state percentage that will be charged and any caps that may apply].	No Charge
Community Infrastructure Levy	
	Percentage to be charged by Contractor & CAP / Maximum charge if applicable.
It is anticipated that this debt will be collected via a liability order system similar to business rates. The client and contractor will negotiate either a percentage fee or a fee retention compensation scheme once the full details are available. Confirmation is required from Contractor that they will enter into negotiations in this area	Yes