



**GLENDINE DEVELOPMENTS LIMITED (IN ADMINISTRATION)**

**SERVICE CHARGE BUDGET**

PERIOD TO: 31/12/2025

**THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS**

REFERENCE: CEL159501



## CONTENTS

- 1** CONTACTS
- 2** EXECUTIVE SUMMARY
- 3** SERVICE CHARGE BUDGET: SCHEDULE OVERVIEW
- 4** SERVICE CHARGE BUDGET: OVERVIEW
- 5** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 1**
- 6** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 2**
- 7** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 3**
- 8** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 4**
- 9** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 5**
- 10** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 6**
- 11** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 7**
- 12** SERVICE CHARGE BUDGET: DETAILED - **SCHEDULE 8**
- 13** APPORTIONMENT POLICY
- 14** APPORTIONMENT SCHEDULE
- 15** MAJOR CONTRACTS

## 1 CONTACTS

### PROPERTY MANAGER

#### Chris Strat

*Colliers*

*10 Temple Back*

*Bristol*

*BS1 6FL*

Phone: +44 (0) 1179 172 030

Mobile: +44 (0) 7720 073 224

[Chris.Strat@colliers.com](mailto:Chris.Strat@colliers.com)

### FACILITIES MANAGER

#### Nigel Jackson

*Colliers*

*10 Temple Back*

*Bristol*

*BS1 6FL*

Phone: +44 (0) 0117 917 2000

Mobile: +44 (0) 7925 127546

[Nigel.Jackson@colliers.com](mailto:Nigel.Jackson@colliers.com)

## 2 EXECUTIVE SUMMARY

### IMPORTANT ASPECTS OF THE PROPOSED BUDGET

- Colliers is appointed as Managing Agent of The Crescent in Basingstoke by the Landlord, *Glendine Developments Limited (in Administration)* .
- The total YE 2025 Service Charge Budget is £604,678.00, which represents an increase of 259.96% when compared to the previous budget (YE 31st December 2024). The increase is mainly attributable to the addition of new Schedules to the Service Charge Budget and provision for costs previously.
- The overall amount budgeted for expenditure for the period 1st January 2025 to 31st December 2025 equates to approximately £5.95 per square foot on
- For the avoidance of doubt, all of the figures in this document are **net of VAT**, as the property is VAT elected/opted.

---

| SCHEDULE                        | BUDGET<br>(YE 2025) | PREVIOUS YEAR<br>BUDGET<br>(YE 2024) |
|---------------------------------|---------------------|--------------------------------------|
| SCHEDULE 1 - ESTATE             | £ 188,674.00        | £ 25,248.00                          |
| SCHEDULE 2 - BUILDING A         | £ 178,827.00        | £ 137,310.00                         |
| SCHEDULE 3 - BUILDING B         | £ 84,777.00         | £ 3,509.00                           |
| SCHEDULE 4 - BUILDING C         | £ 130,000.00        | £ -                                  |
| SCHEDULE 5 - COMMON PARTS A&B   | £ 5,500.00          | £ -                                  |
| SCHEDULE 6 - COMMON PARTS B&C   | £ 5,500.00          | £ -                                  |
| SCHEDULE 7 - BUILDING A LIFT    | £ 4,700.00          | £ 958.00                             |
| SCHEDULE 8 - BUILDING B LIFTS   | £ 6,700.00          | £ 958.00                             |
| <b>TOTAL BUDGET (EXCL. VAT)</b> | <b>£ 604,678.00</b> | <b>£ 167,983.00</b>                  |

## 4 SERVICE CHARGE BUDGET: OVERVIEW

| SERVICE CHARGE CATEGORY      | BUDGET (YE 2025)    | BUDGET (YE 2024)    | COMPARISON BETWEEN (YE 2024) BUDGET AND (YE 2025) BUDGET |                |
|------------------------------|---------------------|---------------------|--|----------------|
| Management                   | £ 53,463.00         | £ 13,500.00         | £ 39,963.00  | 296.02%        |
| Utilities                    | £ 319,500.00        | £ -                 | £ 319,500.00   | 100.00%        |
| Soft Services                | £ 65,715.00         | £ 11,348.00         | £ 54,367.00  | 479.09%        |
| Hard Services                | £ 160,000.00        | £ 141,219.00        | £ 18,781.00  | 13.30%         |
| Insurance                    | £ 6,000.00          | £ 1,916.00          | £ 4,084.00   | 213.15%        |
| <b>TOTAL (EXCL VAT)</b>      | <b>£ 604,678.00</b> | <b>£ 167,983.00</b> | <b>£ 436,695.00</b>                                      | <b>259.96%</b> |
| <b>COST PER SQ FT</b>        | <b>£ 5.95</b>       | <b>£ 1.65</b>       |  |                |
| <b>BUILDING AREA (SQ FT)</b> | <b>101,554</b>      |                     |  |                |

## 5 SERVICE CHARGE BUDGET: DETAILED SCHEDULE 1 (ESTATE)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |  | PERIOD       |             |                     | VAT ELECTED? | YES              |  |
|----------------------|--|------------------|--|--------------|-------------|---------------------|--------------|------------------|--|
|                      |  |                  |  | 01/01/2025   | TO          | 31/12/2025          |              |                  |  |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION                                       | BUDGET Y/E   | BUDGET Y/E  | VARIANCE (£)        | VARIANCE (%) | COST PER SQ. FT. | NOTES  |
|                      |  |                  |  | 31/12/2025   | 31/12/2024  | SCHEDULE 1 - ESTATE |              |                  |  |
| MANAGEMENT           | Management Fees  | 10100            | Management fees  | £ 13,500.00  | £ 13,500.00 | £ -                 | 0.00%        | £ 0.13           | Owner or managing agent fees for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management, etc.  |
|                      | Accounting Fees  | 10200            | Service charge accounting fees                         | £ 2,250.00   | £ -         | £ 2,250.00          | 100.00%      | £ 0.02           | Fees for preparation of year end service charge statement and reconciliation; In line with Colliers 2024 Fee Matrix, which is based on total budgeted expenditure. Provision previously omitted from Budget.   |
|                      | Site Management Resources  | 10350            | Help desk/call centre/info centre                      | £ 654.00     | £ -         | £ 654.00            | 100.00%      | £ 0.01           | Costs for providing helpdesk facilities. Service provided by <i>Elogbooks</i> , which operates 24/7/365. Additionally, it provides essential software tracking support to monitor contractor performance for all reactive instructions during the year, which in turn enables us to score/assess contractors against their service delivery performance indicators/KPIs. Provision previously omitted from Budget.       |
|                      |  | 10400            | LL risk assessments/audits/reviews                     | £ 3,180.00   | £ -         | £ 3,180.00          | 100.00%      | £ 0.03           | Consultancy fees and other costs associated with provision and review of owner's health and safety (H&S) management systems; Provisions included for annual General Risk Assessment and GDPR Audit. Provision previously omitted from Budget.  |
|                      | Professional Fees  | 10410            | Legal & Professional Fees - Facilities Management Fees | £ 12,875.00  | £ -         | £ 12,875.00         | 100.00%      | £ 0.13           | Includes additional £1,875 for Health & Safety Fees; an annual cost for the professional services provided by the Risk & Compliance team, covering regulatory compliance, risk assessment and management, policy development and implementation, training and awareness, monitoring and reporting, incident management and response, and advisory services, in accordance with the RICS Service Charge Code of Practice. |
| UTILITIES            | Electricity  | 20500            | Electricity  | £ 75,000.00  | £ -         | £ 75,000.00         | 100.00%      | £ 0.74           | Electricity supply to common parts and retained areas, principally car park / estate lighting. Excludes occupier direct consumption-related costs; Provision previously omitted from Budget.   |
|                      | Utility Consultancy  | 20900            | Utility procurement and consultancy                    | £ 2,500.00   | £ -         | £ 2,500.00          | 100.00%      | £ 0.02           | Consultancy and procurement fees incurred for negotiating, reviewing, auditing and reporting on all utilities. Service provided by third party (i.e. <i>Zero Trace Procurement</i> ).  |
| SOFT SERVICES        | Cleaning and Sustainability  | 31100            | Cleaning   | £ 5,000.00   | £ -         | £ 5,000.00          | 100.00%      | £ 0.05           | Cleaning of common parts and retained areas. Provision previously omitted from Budget.   |
|                      |  | 31140            | Waste management                                       | £ 3,000.00   | £ -         | £ 3,000.00          | 100.00%      | £ 0.03           | Refuse collection and waste management services provided for estate-wide benefit, specifically the removal of litter picking-related / generated waste.  |
|                      |  | 31150            | Pest control   | £ 1,000.00   | £ 1,280.00  | -£ 280.00           | -21.88%      | £ 0.01           | Pest control services provided to common parts and retained areas; Contract cost plus a contingency for unforeseen works/additional attendances.   |
|                      |  | 31160            | Snow clearance/ road gritting                          | £ 2,500.00   | £ -         | £ 2,500.00          | 100.00%      | £ 0.02           | Costs incurred in gritting the common areas, with snow clearance being charged at an additional cost, if and when required. Includes allowances for supply of snow clearing equipment and gritting salt.   |
|                      | Landscaping and Environmental  | 31210            | External landscaping                                   | £ 37,215.00  | £ 8,348.00  | £ 28,867.00         | 345.80%      | £ 0.37           | Provision and maintenance of external landscaped areas, including litter picking and maintenance of the pond on site. Increased provision to allow for costs associated with necessary landscaping-related works at the property.  |
| HARD SERVICES        | Mechanical and Electrical Services                                       | 41400            | M&E maintenance and repair                             | £ 10,000.00  | £ 2,120.00  | £ 7,880.00          | 371.70%      | £ 0.10           | Planned maintenance to the owner's M&E services, including contractor's H&S compliance and repairs & maintenance to the drains in the communal areas on site. Allowance increased in line with actual / forecasted expenditure.  |
|                      | Fabric Repairs and Maintenance   | 41700            | Fabric repairs and maintenance                         | £ 20,000.00  | £ -         | £ 20,000.00         | 100.00%      | £ 0.20           | Repairs and maintenance of the fabric in common parts and retained areas. Provision previously omitted from Budget.  |
|                      |  |                  |  | £ 188,674.00 | £ 25,248.00 | £ 163,426.00        | 647.28%      | £ 1.86           |  |

6 SERVICE CHARGE BUDGET: DETAILED SCHEDULE 2 (BUILDING A)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |  | PERIOD       |              | VAT ELECTED?            | YES          |                  |  |
|----------------------|--|------------------|--|--------------|--------------|-------------------------|--------------|------------------|--|
|                      |  |                  |  | 01/01/2025   | TO           |                         |              |                  |  |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION                                       | BUDGET Y/E   | BUDGET Y/E   | VARIANCE (£)            | VARIANCE (%) | COST PER SQ. FT. | NOTES  |
|                      |  |                  |  | 31/12/2025   | 31/12/2024   | SCHEDULE 2 - BUILDING A |              |                  |  |
| MANAGEMENT           | Management Fees  | 10100            | Management fees  | £ 5,000.00   | £ -          | £ 5,000.00              | 100.00%      | £ 0.11           | Owner or managing agent fees for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management, etc. Provision previously omitted from Budget.  |
|                      | Site Management Resources  | 10350            | Help desk/call centre/info centre                      | £ 327.00     | £ -          | £ 327.00                | 100.00%      | £ 0.01           | Costs for providing helpdesk facilities. Service provided by Elogbooks, which operates 24/7/365. Additionally, it provides essential software tracking support to monitor contractor performance for all reactive instructions during the year, which in turn enables us to score/assess contractors against their service delivery performance indicators/KPIs. |
|                      |  | 10400            | LL risk assessments/audits/reviews                     | £ 2,000.00   | £ -          | £ 2,000.00              | 100.00%      | £ 0.05           | Consultancy fees and other costs associated with provision and review of owner's health and safety (H&S) management systems; Provisions included for annual Combined Health & Safety / Fire Risk Assessment and a Water Risk Assessment.   |
|                      | Professional Fees  | 10410            | Legal & Professional Fees - Facilities Management Fees | £ 5,000.00   | £ -          | £ 5,000.00              | 100.00%      | £ 0.11           | Facilities Manager fees for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants; Provision previously omitted from Budget.  |
| UTILITIES            | Electricity  | 20500            | Electricity  | £ 50,000.00  | £ -          | £ 50,000.00             | 100.00%      | £ 1.14           | Electricity supply to common parts, retained areas and central plant, excluding occupier direct consumption; Provision previously omitted from Budget.   |
|                      | Gas  | 20600            | Gas  | £ 25,000.00  | £ -          | £ 25,000.00             | 100.00%      | £ 0.57           | Gas supply to common parts, retained areas and central plant. Provision previously omitted from Budget.  |
|                      | Water  | 20800            | Water and Sewerage Charges                             | £ 10,000.00  | £ -          | £ 10,000.00             | 100.00%      | £ 0.23           | Water supply to central plant, common parts and retained areas. Provision previously omitted from Budget.  |
| SOFT SERVICES        | Cleaning and Sustainability  | 31100            | Cleaning   | £ 6,500.00   | £ 1,720.00   | £ 4,780.00              | 277.91%      | £ 0.15           | Internal cleaning of common parts and retained areas, including stairwells / entrances and window cleaning.  |
| HARD SERVICES        | Mechanical and Electrical Services                                       | 41400            | M&E maintenance and repair (Air conditioning)          | £ 62,000.00  | £ 126,807.00 | -£ 64,807.00            | -100.00%     | £ 1.41           | Planned maintenance to the owner's M&E services, including contractor's H&S compliance. Decrease in line with forecasted expenditure.  |
|                      | Fabric Repairs and Maintenance   | 41700            | Fabric repairs and maintenance                         | £ 10,000.00  | £ 8,783.00   | £ 1,217.00              | 13.86%       | £ 0.23           | Repairs and maintenance of the fabric in common parts and retained areas, including roof, windows and doors.   |
| INSURANCE            | Engineering Insurance  | 62100            | Engineering insurance                                  | £ 3,000.00   | £ -          | £ 3,000.00              | 100.00%      | £ 0.07           | Landlord's engineering insurance. Provision previously omitted from Budget.  |
|                      |  |                  |  | £ 178,827.00 | £ 137,310.00 | £ 41,517.00             | 30.24%       | £ 4.08           |  |

7 SERVICE CHARGE BUDGET: DETAILED: SCHEDULE 3 (BUILDING B)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |  | PERIOD      |            | VAT ELECTED?            | YES          |                  |  |
|----------------------|--|------------------|--|-------------|------------|-------------------------|--------------|------------------|--|
|                      |  |                  |  | 01/01/2025  | TO         |                         |              |                  |  |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION                                       | BUDGET Y/E  | BUDGET Y/E | VARIANCE (£)            | VARIANCE (%) | COST PER SQ. FT. | NOTES  |
|                      |  |                  |  | 31/12/2025  | 31/12/2024 | SCHEDULE 3 - BUILDING B |              |                  |  |
| MANAGEMENT           | Management Fees  | 10100            | Management fees  | £ 3,000.00  | £ -        | £ 3,000.00              | 100.00%      | £ 0.08           | Owner or managing agent fees for managing and administering the services that are permitted to be recovered under the terms of the lease, excluding rent collection, asset management, etc. Provision previously omitted from Budget.  |
|                      | Site Management Resources  | 10350            | Help desk/call centre/info centre                      | £ 327.00    | £ -        | £ 327.00                | 100.00%      | £ 0.01           | Costs for providing helpdesk facilities. Service provided by Elogbooks, which operates 24/7/365. Additionally, it provides essential software tracking support to monitor contractor performance for all reactive instructions during the year, which in turn enables us to score/assess contractors against their service delivery performance indicators/KPIs. Provision previously omitted from Budget. |
|                      |  | 10400            | LL risk assessments/audits/reviews                     | £ 1,350.00  | £ -        | £ 1,350.00              | 100.00%      | £ 0.04           | Consultancy fees and other costs associated with provision and review of owner's health and safety (H&S) management systems; Allowances included for annual Water Risk Assessment and Combined Health & Safety / Fire Risk Assessment. Provision previously omitted from Budget.   |
|                      | Professional Fees  | 10410            | Legal & Professional Fees - Facilities Management Fees | £ 3,000.00  | £ -        | £ 3,000.00              | 100.00%      | £ 0.08           | Facilities Manager fees for undertaking regular site inspections, implementing and monitoring the performance of contracts, ensuring health and safety compliance, monitoring of works and liaising with tenants. Provision previously omitted from Budget.  |
| UTILITIES            | Electricity  | 20500            | Electricity  | £ 15,000.00 | £ -        | £ 15,000.00             | 100.00%      | £ 0.42           | Electricity supply to common parts and retained areas and central plant, excluding occupier direct consumption. Provision previously omitted from Budget.  |
|                      | Water  | 20800            | Water and Sewerage Charges                             | £ 10,000.00 | £ -        | £ 10,000.00             | 100.00%      | £ 0.28           | Water supply to central plant, common parts and retained areas. Provision previously omitted from Budget.  |
| SOFT SERVICES        | Cleaning and Sustainability  | 31100            | Cleaning   | £ 6,500.00  | £ -        | £ 6,500.00              | 100.00%      | £ 0.18           | Internal cleaning of common parts and retained areas, including stairwells / entrances and window cleaning; Provision included for annual contract costs and any necessary consumables. Provision previously omitted from Budget.  |
| HARD SERVICES        | Mechanical and Electrical Services                                       | 41400            | M&E maintenance and repair                             | £ 35,000.00 | £ 1,580.00 | £ 33,420.00             | 2115.19%     | £ 0.98           | Planned maintenance to the owner's M&E services, including contractor's H&S compliance. Allowance increased in line with actual / forecasted expenditure.  |
|                      | Fabric Repairs and Maintenance   | 41700            | Fabric repairs and maintenance                         | £ 10,000.00 | £ 1,929.00 | £ 8,071.00              | 418.40%      | £ 0.28           | Repairs and maintenance of the fabric in common parts and retained areas, including roof, windows and doors. Allowance increased in line with actual / forecasted expenditure.   |
| INSURANCE            | Engineering Insurance  | 62100            | Engineering insurance                                  | £ 600.00    | £ -        | £ 600.00                | 100.00%      | £ 0.02           | Landlord's engineering insurance. Provision previously omitted from Budget.  |
|                      |  |                  |  | £ 84,777.00 | £ 3,509.00 | £ 81,268.00             | 2315.99%     | £ 2.36           |  |

8 SERVICE CHARGE BUDGET: DETAILED: SCHEDULE 4 (BUILDING C)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |                            | PERIOD       |            | VAT ELECTED?            | YES          |                  |   |
|----------------------|--|------------------|----------------------------|--------------|------------|-------------------------|--------------|------------------|---|
|                      |  |                  |                            | 01/01/2025   | TO         |                         |              |                  |   |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION           | BUDGET Y/E   | BUDGET Y/E | VARIANCE (£)            | VARIANCE (%) | COST PER SQ. FT. | NOTES   |
|                      |  |                  |                            | 31/12/2025   | 31/12/2024 | SCHEDULE 4 - BUILDING C |              |                  |   |
| UTILITIES            | Electricity  | 20500            | Electricity                | £ 120,000.00 | £ -        | £ 120,000.00            | 100.00%      | £ 5.49           | Occupier electricity-related direct consumption costs; Exact amount to be established / reconciled at year-end. |
|                      | Water  | 20800            | Water and Sewerage Charges | £ 10,000.00  | £ -        | £ 10,000.00             | 100.00%      | £ 0.46           | Occupier water-related direct consumption costs; Exact amount to be established / reconciled at year-end        |
|                      |  |                  |                            | £ 130,000.00 | £ -        | £ 130,000.00            | 100.00%      | £ 5.95           |   |

9 SERVICE CHARGE BUDGET: DETAILED: SCHEDULE 5 (COMMON PARTS BUILDINGS A&B)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |                                | PERIOD     |            |   | VAT ELECTED? | YES              |  |
|----------------------|--|------------------|--------------------------------|------------|------------|---|--------------|------------------|--|
|                      |  |                  |                                | 01/01/2025 | TO         | 31/12/2025                              |              |                  |  |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION               | BUDGET Y/E | BUDGET Y/E | VARIANCE (£)                            | VARIANCE (%) | COST PER SQ. FT. | NOTES  |
|                      |  |                  |                                | 31/12/2025 | 31/12/2024 | SCHEDULE 5 - COMMON PARTS BUILDINGS A&B |              |                  |  |
| UTILITIES            | Electricity  | 20500            | Electricity                    | £ 500.00   | £ -        | £ 500.00                                | 100.00%      | £ 0.01           | Electricity supply to common parts, retained areas and central plant, excluding occupier direct consumption. Provision previously omitted from Budget. |
| SOFT SERVICES        | Cleaning and Sustainability  | 31100            | Cleaning                       | £ 2,000.00 | £ -        | £ 2,000.00                              | 100.00%      | £ 0.03           | Cleaning of common parts and retained areas. Provision previously omitted from Budget.   |
| HARD SERVICES        | Mechanical and Electrical Services                                       | 41400            | M&E maintenance and repair     | £ 1,500.00 | £ -        | £ 1,500.00                              | 100.00%      | £ 0.02           | Planned maintenance to the owners M&E services, including contractor's H&S compliance. Provision previously omitted from Budget.                       |
|                      | Fabric Repairs and Maintenance   | 41700            | Fabric repairs and maintenance | £ 1,500.00 | £ -        | £ 1,500.00                              | 100.00%      | £ 0.02           | Repair and maintenance of the building structure and fabric in common parts and retained areas. Provision previously omitted from Budget.              |
|                      |  |                  |                                | £ 5,500.00 | £ -        | £ 5,500.00                              | 100.00%      | £ 0.07           |  |

10 SERVICE CHARGE BUDGET: DETAILED: SCHEDULE 6 (COMMON PARTS BUILDINGS B&C)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |                                | PERIOD                   |                          | VAT ELECTED?   | YES                 |        |  |
|----------------------|--|------------------|--------------------------------|--------------------------|--------------------------|--|---------------------|--------|--|
|                      |  |                  |                                | 01/01/2025               | TO                       |  |                     |        |  |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION               | BUDGET Y/E<br>31/12/2025 | BUDGET Y/E<br>31/12/2024 | VARIANCE (£)<br>SCHEDULE 6 - COMMON PARTS<br>BUILDINGS B&C | VARIANCE (%)        |        |  |
|                      |  |                  |                                |                          |                          |  | COST PER<br>SQ. FT. |        |  |
| UTILITIES            | Electricity  | 20500            | Electricity                    | £ 500.00                 | £ -                      | £ 500.00   | 100.00%             | £ 0.01 | Electricity supply to common parts, retained areas and central plant, excluding occupier direct consumption. Provision previously omitted from Budget. |
| SOFT SERVICES        | Cleaning and Sustainability  | 31100            | Cleaning                       | £ 2,000.00               | £ -                      | £ 2,000.00   | 100.00%             | £ 0.03 | Cleaning of common parts and retained areas. Provision previously omitted from Budget.   |
| HARD SERVICES        | Mechanical and Electrical Services                                       | 41400            | M&E maintenance and repair     | £ 1,500.00               | £ -                      | £ 1,500.00   | 100.00%             | £ 0.03 | Planned maintenance to the owners M&E services, including contractor's H&S compliance. Provision previously omitted from Budget.                       |
|                      | Fabric Repairs and Maintenance   | 41700            | Fabric repairs and maintenance | £ 1,500.00               | £ -                      | £ 1,500.00   | 100.00%             | £ 0.03 | Repair and maintenance of the building structure and fabric in common parts and retained areas. Provision previously omitted from Budget.              |
|                      |  |                  |                                | £ 5,500.00               | £ -                      | £ 5,500.00   | 100.00%             | £ 0.10 |  |

11 SERVICE CHARGE BUDGET: DETAILED: SCHEDULE 7 (BUILDING A LIFT)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET | PERIOD           |  |            | VAT ELECTED? | YES                          |              |                  |   |
|----------------------|--|------------------|--|------------|--------------|------------------------------|--------------|------------------|---|
|                      |  | 01/01/2025       | TO                                     | 31/12/2025 |              |                              |              |                  |   |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION                       | BUDGET Y/E | BUDGET Y/E   | VARIANCE (£)                 | VARIANCE (%) | COST PER SQ. FT. | NOTES   |
|                      |  |                  |  | 31/12/2025 | 31/12/2024   | SCHEDULE 7 - BUILDING A LIFT |              |                  |   |
| MANAGEMENT           | Site Management Resources  | 10330            | Office costs                           | £ 500.00   | £ -          | £ 500.00                     | 100.00%      | £ 0.01           | Costs relating to provision of emergency communication capabilities.  |
| UTILITIES            | Electricity  | 10370            | Electricity                            | £ 500.00   | £ -          | £ 500.00                     | 100.00%      | £ 0.01           | Electricity supply to and consumed by lift. Provision previously omitted from Budget.   |
| HARD SERVICES        | Lifts and Escalators   | 41500            | Lift maintenance contract & repair     | £ 2,500.00 | £ -          | £ 2,500.00                   | 100.00%      | £ 0.06           | Maintenance and repair of lifts in the common part and retained areas, including contractor's H&S compliance. Provision previously omitted from Budget. |
| INSURANCE            | Engineering Insurance  | 62100            | Engineering Insurance (Lift Insurance) | £ 1,200.00 | £ 958.00     | £ 242.00                     | 25.26%       | £ 0.03           | Landlord's engineering insurance. Provision increased in line with actual / forecasted expenditure.   |
|                      |  |                  |  | £ 4,700.00 | £ 958.00     | £ 3,742.00                   | 390.61%      | £ 0.11           |   |

12 SERVICE CHARGE BUDGET: DETAILED: SCHEDULE 8 (BUILDING B - LIFTS)

| CEL159501            | THE CRESCENT, JAYS CLOSE, BASINGSTOKE, RG22 4BS<br>SERVICE CHARGE BUDGET |                  |  | PERIOD     |            | VAT ELECTED?                  | YES          |                  |   |
|----------------------|--|------------------|--|------------|------------|-------------------------------|--------------|------------------|---|
|                      |  |                  |  | 01/01/2025 | TO         |                               |              |                  |   |
| COST CLASSIFICATIONS | COST CATERGORY   | EXPENDITURE CODE | COST DESCRIPTION                       | BUDGET Y/E | BUDGET Y/E | VARIANCE (£)                  | VARIANCE (%) | COST PER SQ. FT. | NOTES   |
|                      |  |                  |  | 31/12/2025 | 31/12/2024 | SCHEDULE 8 - BUILDING B LIFTS |              |                  |   |
| MANAGEMENT           | Site Management Resources  | 10330            | Office costs                           | £ 500.00   | £ -        | £ 500.00                      | 100.00%      | £ 0.01           | Costs relating to provision of emergency communication capabilities.  |
| UTILITIES            | Electricity  | 20500            | Electricity                            | £ 500.00   | £ -        | £ 500.00                      | 100.00%      | £ 0.01           | Electricity supply to and consumed by lifts. Provision previously omitted from Budget.                        |
| HARD SERVICES        | Lifts and Escalators   | 41500            | Lift maintenance contract & repair     | £ 4,500.00 | £ -        | £ 4,500.00                    | 100.00%      | £ 0.13           | Maintenance and repair of lifts in the common part and retained areas, including contractor's H&S compliance. |
| INSURANCE            | Engineering Insurance  | 62100            | Engineering Insurance (Lift insurance) | £ 1,200.00 | £ 958.00   | £ 242.00                      | 25.26%       | £ 0.03           | Landlord's engineering insurance. Allowance increased in line with actual / forecasted expenditure.           |
|                      |  |                  |  | £ 6,700.00 | £ 958.00   | £ 5,742.00                    | 599.37%      | £ 0.19           |   |

## 13 APPORTIONMENT

### APPORTIONMENT POLICY

Colliers, acting for and on behalf of *Glendine Developments Limited (in Administration)*, apportions costs to occupiers on a fair and reasonable basis with due regard to lease provisions, applying this consistently throughout the property, taking into account the physical size, nature of use, and benefits to and use by the occupier(s).

Where services are provided for the benefit of specific occupiers only, we allocate these costs to the specific occupiers benefiting from them. For example, where there is a consumption of electricity from a common supply, that usage is measured through a sub meter and the costs are recharged directly to the tenant.

---

## 14 APPORTIONMENT SCHEDULE

DO NOT ISSUE

| DEMISE                 | TENANT   | FLOOR<br>AREA<br>(SF) | PERCENTAGE<br>ALLOCATIONS | AMOUNT DUE   | PERCENTAGE<br>ALLOCATIONS | AMOUNT DUE   | PERCENTAGE<br>ALLOCATIONS | AMOUNT DUE  | PERCENTAGE<br>ALLOCATIONS | AMOUNT DUE   | PERCENTAGE<br>ALLOCATIONS                  | AMOUNT DUE | PERCENTAGE<br>ALLOCATIONS                  | AMOUNT DUE | PERCENTAGE<br>ALLOCATIONS    | AMOUNT DUE | TOTAL DUE ALL<br>SCHEDULES | TOTAL DUE PER<br>SQUARE FOOT | PAYABLE BY<br>TENANT | PAYABLE BY<br>LANLORD | COMMENTS     |              |  |  |
|------------------------|--|-----------------------|---------------------------|--------------|---------------------------|--------------|---------------------------|-------------|---------------------------|--------------|--|------------|--|------------|------------------------------|------------|----------------------------|------------------------------|----------------------|-----------------------|--------------|--------------|--|--|
|                        |  |                       | SCHEDULE 1 - ESTATE       |              | SCHEDULE 2 - BUILDING A   |              | SCHEDULE 3 - BUILDING B   |             | SCHEDULE 4 - BUILDING C   |              | SCHEDULE 5 - COMMON PARTS<br>BUILDINGS A&B |            | SCHEDULE 6 - COMMON PARTS<br>BUILDINGS B&C |            | SCHEDULE 7 - BUILDING A LIFT |            |                            |                              |                      |                       |              |              |  |  |
|                        |  |                       | £                         | 188,674.00   | £                         | 178,827.00   | £                         | 84,777.00   | £                         | 130,000.00   | £  | 5,500.00   | £  | 5,500.00   | £                            | 4,700.00   | £                          | 6,700.00                     |                      |                       |              |              |  |  |
| Building A GF & FF RHS | Vision RT  | 32,700                | 32.20%                    | £ 60,752.31  | 74.61%                    | £ 133,431.67 | 0.00%                     | £ -         | 0.00%                     | £ -          | 41.03%                                     | £ 2,256.84 | 0.00%                                      | £ -        | 74.61%                       | £ 3,506.90 | 0.00%                      | £ -                          | £ 199,947.72         | £ 6.11                | £ 199,947.72 | £ -          |  |  |
| Building A FF LHS      | <i>Glendine Developments Limited<br/>(in Administration)</i> | 11,125                | 10.95%                    | £ 20,668.79  | 25.39%                    | £ 45,395.33  | 0.00%                     | £ -         | 0.00%                     | £ -          | 13.96%                                     | £ 767.81   | 0.00%                                      | £ -        | 25.39%                       | £ 1,193.10 | 0.00%                      | £ -                          | £ 68,025.03          | £ 6.11                | £ -          | £ 68,025.03  |  |  |
| Building B GF          | <i>Vacant / Imminent occupancy</i>                           | 17,786                | 17.51%                    | £ 33,044.05  | 0.00%                     | £ -          | 49.59%                    | £ 42,041.03 | 0.00%                     | £ -          | 22.32%                                     | £ 1,227.53 | 30.81%                                     | £ 1,694.52 | 0.00%                        | 0.00%      | 49.59%                     | £ 3,322.54                   | £ 81,329.68          | £ 4.57                | £ -          | £ 81,329.68  |  |  |
| Building B FF          | <i>Glendine Developments Limited<br/>(in Administration)</i> | 18,080                | 17.80%                    | £ 33,590.27  | 0.00%                     | £ -          | 50.41%                    | £ 42,735.97 | 0.00%                     | £ -          | 22.69%                                     | £ 1,247.82 | 31.32%                                     | £ 1,722.53 | 0.00%                        | 0.00%      | 50.41%                     | £ 3,377.46                   | £ 82,674.04          | £ 4.57                | £ -          | £ 82,674.04  |  |  |
| Building C GF          | <i>Glendine Developments Limited<br/>(in Administration)</i> | 11,050                | 10.88%                    | £ 20,529.45  | 0.00%                     | £ -          | 0.00%                     | £ -         | 50.54%                    | £ 65,704.62  | 0.00%                                      | £ -        | 19.14%                                     | £ 1,052.76 | 0.00%                        | 0.00%      | 0.00%                      | £ 87,286.83                  | £ 7.90               | £ -                   | £ 87,286.83  |              |  |  |
| Building C FF          | <i>Glendine Developments Limited<br/>(in Administration)</i> | 10,813                | 10.65%                    | £ 20,089.13  | 0.00%                     | £ -          | 0.00%                     | £ -         | 49.46%                    | £ 64,295.38  | 0.00%                                      | £ -        | 18.73%                                     | £ 1,030.18 | 0.00%                        | 0.00%      | 0.00%                      | £ 85,414.70                  | £ 7.90               | £ -                   | £ 85,414.70  |              |  |  |
| TOTALS                 |  | 101,554               | 100.00%                   | £ 188,674.00 | 100.00%                   | £ 178,827.00 | 100.00%                   | £ 84,777.00 | 100.00%                   | £ 130,000.00 | 100.00%                                    | £ 5,500.00 | 100.00%                                    | £ 5,500.00 | 100.00%                      | £ 4,700.00 | 100.00%                    | £ 6,700.00                   | £ 604,678.00         | £ 5.95                | £ 199,947.72 | £ 404,730.28 |  |  |

## 15 MAJOR CONTRACTS

### OVERVIEW

| CONTRACT                     | CONTRACTOR            | VALUE (NET) | LAST TENDERED | DETAILS  |
|------------------------------|-----------------------|-------------|---------------|--|
| Litter Picking & Landscaping | <i>Nurture</i>        | £ 24,715.19 | 2024          | This was placed into contract in 2024. The contract is currently on a three-year fixed agreement (from 2024 onwards).    |
| Pest Control                 | <i>Nurture</i>        | £ 480.00    | 2024          | This was placed into contract in 2024. The contract is currently on a three-year fixed agreement (from 2024 onwards).    |
| M&E Contracts                | <i>Servio</i>         |             |               | <i>In the process of agreeing contract with Servio who are appointed provider for mechanical and electrical services</i> |
| Waste                        | <i>Recorra</i>        |             |               | <i>In the process of agreeing contract with Recorra</i>  |
| Gritting/Snow Clearance      | <i>Ground Control</i> |             |               | <i>In the process of agreeing contract with Ground Control</i>   |

### CONCLUSION

We shall continue to monitor costs and test contracts for best value. We endeavour, at all times, to ensure that a high level and best value for money service is delivered to all tenants, in accordance with the current RICS Service Charge Code.