

PSRA Guidance - Ancillary Services which may be provided
 (Please note that this list is not exhaustive and can added to or amended to reflect the unique nature of each development. This Appendix is **NOT** part of the property services agreement and is included by way of information.)

1) Attendance at meetings (in addition to those listed in Part I) During office hours Evenings [after [time of day] and before [time of day]] Weekends Public holidays
2) Arranging venue for meetings required by the OMC in addition to those listed in Part I (not the cost of the venue)
3) Advising the Residents' Association and Neighbourhood watch on matters relating to leases, covenants and "house rules"
4) Advertising and recruiting of staff on behalf of OMC
5) Preparing and administering (including liaising with loss/claim adjusters) of non-routine insurance claims. [Specify how "non-routine" is determined.]
6) Photocopying in addition to that included in Part I
7) Packing of printed material in addition to that included in Part I
8) Hand delivering (within the development) leaflets/other documents in addition to that included in Part I
9) Printing in addition to that included in Part I
10) Attending on behalf of the OMC at Legal Proceedings/Dispute Resolution/Court.
11) Preparing requests for tenders/proposals for refurbishment, improvement and maintenance including liaising with professional and technical advisors (e.g. Engineers, Architects, Building Contractors) and reporting to the OMC. [Specify relevant sinking fund expenditure items over the duration of the Agreement.]
12) Other (Specify)

Other services where the costs to be born by third parties
1) Preparing replies to Requisition on Title/ pre-contract enquiries – the cost which the Agent will charge to third parties