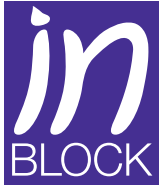


BLOCK & ESTATE MANAGEMENT

Financial Control, Accounting & Reporting Policy

(Reviewed June 2015)

www.inblock.co.uk



Financial Control, Accounting & Reporting Policy

InBlock apply the approach of total transparency in all matters concerning financial and accounting information to provide an honest service with no hidden costs or concealed charges.

Rigorous financial control and reporting is at the core of our service:

- Each building/development will have its own independent Client account with Metro Bank where the service charge and sinking/reserve funds are held securely. Funds in one Client account will never be used to finance another Client account.
- All management fees and contractor invoices are clearly set-out and adhere to best industry practice to avoid any doubt, debate or confusion. Every supplier invoice, all costs and accounts are securely posted online.
- **InBlock** have a clear fee structure with neither hidden nor unstated charges.
- Lessees have a right to request a service charge summary.
- Statutory notices will be issued with all service charge and ground rent demands outlining the Client's legal rights.
- **InBlock** will maintain a current and valid insurance policy which will adequately indemnify the company against negligence claims.