

Management Fee Evidence Request

Use: ask for the contractual scope and evidence behind a management fee. No fixed percentage of total service charge proves that a fee is reasonable or unreasonable.

Template letter

To: [LANDLORD / MANAGING AGENT]

Date: [DATE]

Property: [ADDRESS]

Re: Management fee for [PERIOD]

Please provide the information below so that I can understand the management fee charged for the above period and compare it with the obligations in the lease:

1. The management agreement or schedule of services.
2. A breakdown of the fee and any additional administration charges.
3. The basis of apportionment to my property.
4. Details of subcontracted or duplicated management functions.
5. Evidence that the listed services were delivered during the period.
6. Details of any connected-party payment or procurement arrangement.
7. The process used to review value and performance.

Section 19 of the Landlord and Tenant Act 1985 is relevant to whether service charge costs were reasonably incurred and services or works were of a reasonable standard. The lease remains the starting point. Please respond within 28 days.

Yours faithfully,
[NAME]

How to assess the response

Consider building size, location, staffing, on-site facilities, compliance duties, service frequency and the actual management scope. A comparison can prompt questions, but a headline percentage alone is not proof of an overcharge.