

LeaseScan

Illustrative format | not a finding about a real property

Sample Service Charge Evidence Audit

Purpose: demonstrate how LeaseScan separates facts, missing evidence, current law and future reform. All figures and documents in this sample are fictional.

Executive summary

The sample documents raise three matters for clarification. No saving or refund is promised. A disputed amount becomes recoverable only if agreed, determined or otherwise resolved.

Finding	Evidence	Status
Insurance remuneration not evidenced	No remuneration breakdown supplied with sample papers	Request information; not proven overcharge
Management fee scope unclear	Fee shown, but management agreement absent	Missing evidence
Rights summary	Prescribed summary not found in sample bundle	Check Section 21B service facts

Method

1. Read the lease and identify the charging machinery.
2. Reconcile each demanded sum to accounts and supporting evidence.
3. Apply law currently in force.
4. Label enacted-but-uncommenced and announced reforms separately.
5. Record confidence, missing documents and the next proportionate action.

Illustrative insurance finding

Observation: the sample demand contains an insurance charge but no remuneration breakdown.

What is proved: only that the information is absent from the supplied bundle.

What is not proved: that commission exists, that the premium is unreasonable, or that the charge is unenforceable.

Action: request the gross premium, broker remuneration, connected-party payments, policy schedule and placement evidence.

Illustrative management finding

Observation: the management fee is visible but the contractual scope is not.

Action: obtain the management agreement, service schedule, apportionment and evidence of delivery. Do not use an unsupported universal percentage as the sole benchmark.

Law-status register

Status	How LeaseScan uses it
In force	May support a current compliance finding.
Enacted, not commenced	Labelled as future law; not used as a present duty.
Announced or proposed	Context only; never presented as binding.
Guidance / evidence	May support questions but does not prove liability by itself.

Illustrative client wording

The supplied documents do not yet evidence the basis of the insurance remuneration or the full management scope. Please provide the listed documents within 28 days. This request relies on the lease and law currently in force; it does not present uncommenced Leasehold and Freehold Reform Act 2024 measures as current duties.

Limitations

LeaseScan provides information and auditing support, not legal advice or representation. A report is based on the documents supplied and may change when further evidence is produced. Tribunal deadlines, costs risk, limitation and payment decisions may require advice from a qualified professional.