



Crown Management UK Limited

"Taking Care of Your Property Needs"

TERMS & CONDITIONS

(Please Read Carefully) **IMPORTANT**

Bill Payment Terms and Conditions

Payments or credits processed, or charges incurred after the Date Due will be included in your next statement. All ground rents are billed in advance. Charges for non-payment by said due date are non-refundable. If you have any questions about prices, fees, or other issues, please You may [e-mail us](#) or contact our head office on 0843 289 55 43.

Administrative Late Fee

The amount due must be paid in full within 30 Days. If your payment is not received on or before the due date indicated on the statement, you may be charged an administrative late fee, when and to the extent permitted by law.

Errors or Questions About Your Statement

If you think your statement is incorrect or if you need more information about an item on your statement, please e-mail us or contact our head office during normal business hours.

You must notify us in writing within 7 days of receiving the statement on which the error or problem appeared. Undisputed portions of the statement must be paid by the due date indicated on the statement to avoid an administrative late fee and possible legal action. We will not report your account as delinquent or take any action to collect the disputed amount while your dispute is under investigation.

Administration Charges for Ground Rents

Over 30 days non-payment: Interest Charge 2% per month

Please note: A reminder letter will be sent every quarter, this will incur an administration charge £25.00. Crown Management UK Limited must be notified within 7 days of receipt of charge of any disputes over interest or administration charges. Copies of Information requested - Minimum £25.00 charge.

To set up a Standing Order

To pay in monthly installments: Our bank details are as follows:

BANK DETAILS ON REQUEST

Please note that any invoices paid monthly will be subject to interest.