

This document is an example of the actual service charge increase letter you will receive.



Tenancy Reference: example
Property Reference: example
Address: example

25 September 2023

Dear example

Actual Service Charge statement

Please find enclosed your actual service charge statement. Your service charge will not change until **1 April 2024**. You will be written to in February 2024 with any changes. **You do not have to do anything with this letter.**

This statement provides a breakdown of your actual service charge for the period **1 April 2022 to 31 March 2023** and provides a comparison with the estimated charge we sent in February 2022.

The amount of information we are able to give you in this letter limited, but we have more information on our website.

With this letter you have:

- Your service charge statement showing the actual cost of services delivered to you.
- An explanation sheet is provided giving more details about the services provided where you live.

Moving forward you will receive an actual statement in September every year, this is one of the improvements we have made to provide you with more information about service charges.

If you have any queries about this letter, please contact us.

Yours sincerely

Louise Archer
Executive Operations Director

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This can be supplied in a format to suit you

How to get in touch if you have a query about this letter:



Email us:
servicecharges@broadlandgroup.org



Call us:
0303 303 0003



Login to Tenants Online at:
<https://portal.tenantsonline.org/>



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www.broadlandgroup.org

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Website
www.broadlandgroup.org

Service Charge Information:

Service Charges – Housing Benefit Eligible	Your original estimate 22/23	Your actual costs 22/23
Communal Cleaning	£0	£0
Communal Electricity	£0	£0
Communal Heating	£0	£0
Communal Water	£0	£0
Concierge	£0.00	£0.00
Fire Safety	£0	£0
Ground Maintenance	£0	£0
Intensive Housing Management	£0	£0
Lift	£0	£0
Managing Agent Charges	£0	£
Pest Control	£0	£0
Provision of Furniture & Equipment	£0	£0
Security	£0	£0
Servicing of Equipment	£0	£0
Total Service Charges	£20	£0

Personal Charges	Your original estimate 22/23	Your actual costs 22/23
Alarm Monitoring	£0.00	£0.00
Building Insurance	£0.00	£0.00
Individual Council Tax	£0.00	£0.00
Individual Electricity	£0	£0
Individual Heating	£0	£0
Individual Water	£0	£0
Sewerage	£0	£0
Support	£0	£0
Wifi	£0	£0
Total Personal Charges	£0	£0