



GECOSEI

GESTIONE CONDOMINI SERVIZI IMMOBILIARI

di Giuseppina Napolitano

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Extraordinary administration compensation, net of INPS Revalsa and VAT if due for each of the below listed services.

1. **Personal expenses Condòmino for each:**
 - 1.1. Recommended a/R. =€ postage
 - 1.2. Recommended by hand at the Condominio =€ 5.00
 - 1.3. Certified Electronic Mail = € 5.00
 - 1.4. Fax transmission or reception = € 5.00
 - 1.5. Scanning A4 page in pdf format = € 0.05
 - 1.6. Photocopy or A4 page print in black and white = € 0.15
 - 1.7. Paper booklet binding translated = € 5.00
2. **Costs of installation (once only) formalization of new condominium with:**
convocation of the condominium assembly for the formalization of the Condominium, attribution of the name to the Condominium, appointment of the administrator, definition of compensation for the administration, request for allocation of the tax code to the revenue agency. In addition to the costs referred to in point 1.
 - 2.1. For condominiums with a number of apartments and shops up to n. 15 =€ 250.00
 - 2.2. For condominiums with a number of apartments and shops in addition to n. 15 =€ 500.00
3. **Costs of installation (only once) acquisition of a condominium by another administrator with:** review and analysis of the documentation received in full during the transfer of deliveries from the former administrator with reference to the observations in the first shareholders' meeting.
 - 3.1. For condominiums with a number of apartments and shops up to n. 15 =€ 250.00
 - 3.2. For condominiums with a number of apartments and shops in addition to n. 15 =€ 500.00
4. **Drafting of Condominium Regulations with attached tables of the thousandths (performed by a technician of our trust) with:** convening and holding of the condominium assembly for the definition and / or changes to both the Condominium Regulations and the Coefficients of the proposed Tables of Millesimals; access to the condominium units for their metric measurement; convening and holding of the condominium assembly for the approval of the Condominium Regulations and the Millesimi Tables. In addition to the expenses referred to in point 1.
 - 4.1. For each apartment and shop, with a fixed minimum of € 1,200.00 (one thousand two hundred / 00) =€ 150,00
5. **The Nolo of the assembly hall near the Condominio, in a different location from ours,** (parish hall, ARCI club, or other): =€ at cost
6. **Verbal transmission of the assembly to the absente condominium,** will be debited as personal expense to the absente condominium, in addition to the expenses referred to in point 1. with:
 - 6.1. Certified Electronic Mail =€ Free
 - 6.2. Recommended a / R. or by hand at the Condominio =€ 25.00
7. **Transmission of documentation at the request of Condòmino,** will be charged as personal expense to the condominium applicant, in addition to the costs referred to in paragraph 1. with:
 - 7.1. Certified Electronic Mail =€ Free
 - 7.2. Recommended a/R. or by hand at the Condominio =€ 25.00
8. **Communication to Condòmino and/or reply to your question,** will be charged as personal expense to the condòmino itself, in addition to the expenses referred to in point 1. with:
 - 8.1. Certified Electronic Mail =€ Free
 - 8.2. Recommended a/R. or by hand at the Condominio =€ 25.00
9. **Reception and filing of the registered A.R. o Recommended by hand or Certified e-mail or Fax by Condòmino,** will be charged as personal expense to the condòmino itself, in addition to the expenses referred to in paragraph 1. =€ 5.00
10. **Registered storage A.R. returned to the sender for failure to collect and / or completed storage,** will be charged as personal expense to the condòmino address. =€ 10.00
11. **Solicitation and formal notice of Condòmino moroso,** will be charged as personal



expense to the condominium arrogance, in addition to the expenses referred to in paragraph 1. with:

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| 11.1. Certified Electronic Mail | =€ | Free |
| 11.2. Recommended a/R. or by hand at the Condominio | =€ | 25.00 |
| 12. Practical transfer of Condòmino moroso, to the lawyer for credit recovery , will be debited as personal expense of the condominium arrogance, in addition to the expenses referred to in point 1. with: | | |
| 12.1. Certified Electronic Mail | =€ | Free |
| 12.2. Recommended a/R. | =€ | 25.00 |
| 13. Attestation regarding the state of payments of condominium charges and any ongoing litigation (Article 1130, No. 9, CC): will be debited as personal expense of the Vendor condominium, in addition to the expenses referred to in paragraph 1. with: | | |
| 13.1. Certified Electronic Mail | =€ | Free |
| 13.2. Recommended a/R. | =€ | 25.00 |
| 14. Management of the insurance claim, from left-hand opening to damage settlement , will be debited as personal expense to the interested condominiums, in addition to the expenses referred to in point 1. | | |
| | =€ | 75.00 |
| 15. Representation of the Condominium in the judgments in progress , in addition to the expenses documented and referred to in point 1. | | |
| 15.1. In the forum where the Condominio is located, for each presence | =€ | 50.00 |
| 15.2. Out of the hole where the Condominio is located, for each presence: | =€ | 100.00 |
| 16. Convening and attendance at the extraordinary shareholders' meeting (in addition to the ordinary and the 1st extraordinary included in the ordinary remuneration), in addition to the expenses referred to in point 1. | | |
| | =€ | 150.00 |
| 17. Breakdown of expenses between owner and tenant (if required) or takeover during the financial year , will be debited as personal expense to the tenant or to the successor and for each unit, in addition to the expenses referred to in point 1. | | |
| | =€ | 40.00 |
| 18. Management of extraordinary works excluding urgent and non-transferable items (estimates, contracting, extraordinary accounting and work clearance) , in addition to the documented expenses referred to in point 1., a minimum fixed fee plus a percentage share of amount of the liquidated works. | | |
| 18.1. Fixed fee | =€ | 300.00 |
| 18.2. Percentage amount on the amount of the liquidated works | =€ | 2.00% |
| 19. Management of the practice for tax deduction, for the work referred to in paragraph 17, including the related electronic communication to the Inland Revenue and the certification for tax deduction to the interested Condòmini , in addition to the expenses documented and referred to in point 1. a minimum fixed fee plus a percentage share will of amount of the liquidated works. | | |
| 19.1. Minimum fixed fee | =€ | 300.00 |
| 19.2. Percentage amount on the amount of the liquidated works | =€ | 1.00% |
| 20. Urgent inspection ad personam , will be charged as personal expense to the condominium applicant: | | |
| | =€ | 50.00 |
| 21. Visure and/or certification request from public and/or online bodies , will be debited as personal expense to the condominium concerned, in addition to the expenses documented and referred to in point 1. | | |
| | =€ | 25.00 |
| 22. Drafting and transmission Certification Unique to the recipient and the Inland Revenue electronically , including the expenses referred to in point 1. | | |
| 22.1. Minimum fixed fee | =€ | 50.00 |
| 22.2. For each one, after the first five included in the minimum fixed fee | =€ | 10.00 |
| 23. Accounting statement on the date of transfer of deliveries to another director in the event of non-reconfirmation or revocation : in addition to the expenses referred to in paragraph 1. | | |
| | =€ | 300.00 |

Other activities not reported: will be agreed in advance or during the financial statements.

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