



EXTRAORDINARY ADMINISTRATION OF CONDOMINIUMS

1. **Personal expenses to be paid by the individual Condominium for each:**
 - 1.1. Recommended a / R
 - 1.2. Email and/or Certified Electronic Mail
 - 1.3. Fax transmission and/or reception
 - 1.4. Scan of A4 page in pdf format
 - 1.5. Photocopy or print of a black and white A4 page for one side
 - 1.6. Paper file binding
2. **Compilation and electronic submission of form 770, AC panel.**
3. **Setup costs (one time only) formalization of the new condominium with:** convening and holding a condominium meeting for the formalization of the condominium, attribution of name to the condominium, appointment of administrator, definition of administrator compensation, request for attribution of tax code to the revenue agency. In addition to the documented expenses and/or those referred to in point 1.
 - 3.1. For condominiums with apartments or shops or commercial activities up to n. 15
 - 3.2. For condominiums with apartments or shops or commercial activities in addition to n. 15
4. **Installation costs (one time only) acquisition of condominium from another administrator with:** having read and analyzed all the documentation received in the handover from the former administrator with reference to the observations in the first useful meeting, in addition to the documented expenses and/or those referred to in point 1.
 - 4.1. For condominiums with apartments or shops or commercial activities. up to n. 15
 - 4.2. For condominiums with apartments or shops or commercial activities. in addition to n. 15
5. **Drafting of the Condominium Regulations with attached thousandths tables with:** convening and holding a condominium meeting for the definition and/or modifications of both the Condominium Regulations and the Coefficients of the proposed Thousandths Tables; access to condominium units for their metric survey; convening and holding a condominium meeting for the approval of the Condominium Regulations and the Millesim Tables, in addition to the documented expenses and/or those referred to in point 1.
 - 5.1. For condominiums with apartments or shops or total commercial activities up to n. 8 a fixed minimum.
 - 5.2. For condominiums with apartments or shops or total commercial activities in addition to n. 8, for each.
6. **The rental of the assembly room near the condominium, in a location other than ours,** (parish room, ARCI club, or other).
7. **Transmission of minutes of the meeting to the absent Condominium** will be charged as a personal expense to the absent Condominium, in addition to the documented expenses and/or those referred to in point 1. with:
 - 7.1. Certified mail
 - 7.2. Recommended a / R
8. **Transmission of documentation at the request of the Condominium** will be charged as a personal expense to the requesting Condominium, in addition to the documented expenses and/or those referred to in point 1. with:
 - 8.1. Email and/or Certified Electronic Mail
 - 8.2. Recommended a / R
9. **Communication to the Condominium and/or response to his question** will be charged as a personal expense to the Condominium himself, in addition to the documented expenses and/or those referred to in point 1. with:

- 9.1. Email and/or Certified Electronic Mail
9.2. Recommended a / R
10. **Receipt and storage of registered mail or registered mail or certified electronic mail or fax from the condominium owner** will be charged as a personal expense to the condominium owner himself, in addition to the documented expenses and/or those referred to in point 1.
11. **Filing of registered mail returned to the sender due to failure to collect and/or storage** will be charged as a personal expense to the condominium owner at the address
12. **Reminder and formal notice of the delinquent Condominium**, will be charged as a personal expense to the delinquent Condominium, in addition to the documented expenses and/or those referred to in point 1. with:
12.1. Certified mail
12.2. Recommended a / R
13. **Transfer of the delinquent Condominium's file to the lawyer for debt collection** will be charged as a personal expense of the delinquent Condominium, in addition to the documented expenses and/or those referred to in point 1. with:
13.1. Email and/or Certified Electronic Mail
13.2. Recommended a / R
14. **Certification relating to the status of payments of condominium charges and any ongoing disputes** (art. 1130, n. 9, civil code): will be charged as a personal expense to the selling Condominium, in addition to the documented expenses and/or those referred to in point 1. with:
14.1. Email and/or Certified Electronic Mail
14.2. Recommended a / R
15. **Insurance claim management, from the opening of the claim to the settlement of damages**, will be charged as a personal expense to the condominium owners involved, in addition to the documented expenses and/or those referred to in point 1.
16. **Representation of the Condominium in ongoing proceedings**, in addition to the documented expenses and/or those referred to in point 1.
16.1. In the forum where the Condominium has its headquarters, for every presence
16.2. Outside the forum where the Condominium is located, for every presence
17. **Convocation and presence in the extraordinary meeting**, in addition to the documented expenses and/or those referred to in point 1.
18. **Allocation of expenses between the owner and tenant (if requested) or successors during the financial year** will be charged as a personal expense to the tenant or successor, in addition to the documented expenses and/or those referred to in point 1.
19. **Management of extraordinary works excluding urgent and non-deferrable works (estimates, tender contracts, extraordinary accounting and work settlement)**, in addition to the documented expenses and/or those referred to in point 1., a minimum fixed fee will be charged plus a percentage fee on the amount of the liquidated works.
20. **Management of the tax deduction procedure, for the works referred to in point 19, including the related electronic communication to the Revenue Agency and the certification for tax deduction to the Condominiums involved**, in addition to the documented expenses and/or those referred to in point 1., a minimum fixed fee will be charged plus a percentage fee on the amount of the works paid.
21. **Emergency inspection ad personam** will be charged as a personal expense to the requesting Condominium.
22. **Searches and/or requests for certifications from public bodies and/or online** will be charged as a personal expense to the Condominium concerned, in addition to the documented expenses and/or those referred to in point 1.
23. **Drafting and transmission of the Single Certification to the recipient and to the Revenue Agency electronically**, including the expenses referred to in point 1.
24. **Handover.**