



Extraordinary administration, excluding Rivalsa INPS and VAT if due.

- 1. Notice of extraordinary general meeting over the first if necessary:**
 - 1.1. by registered letter with return receipt = Only charged postage of the occupant convened;
 - 1.2. with hand Recommended = € 5,00 (Five/00) charged to the occupant convened;
 - 1.3. with Certified Mail = € 5,00 (Five/00) borne by the occupant convened.
- 2. Nolo assembly room near the apartment building, at home different from ours:** = cost as per the receipt and / or invoice (parish hall, ARCI, or other)
- 3. Transmission minutes of the meeting occupant absent:**
 - 3.1. by registered letter with return receipt or by hand, each = € 25,00 (Twentyfive/00), + shipping or € 5,00 (Five/00) for hand-recommended, all charged to the occupant absent;
 - 3.2. by certified mail = € 5,00 (Five/00), borne by the occupant absent.
- 4. Transmission documentation at the request of occupant:**
 - 4.1. by registered letter with return receipt or hand each = € 25,00 (Twentyfive/00), + shipping or € 5,00 (Five/00) for hand-recommended, all charged to the occupant applicant;
 - 4.2. with Certified Mail = € 5,00 (Five/00), borne by the occupant applicant.
- 5. Communication to occupant or response to the same question:**
 - 5.1. by registered letter with return receipt or by hand, each = € 25,00 (Twentyfive/00), + shipping or € 5,00 (Five/00) for hand-recommended, all paid by the occupant to which it is addressed communication or the question answer ;
 - 5.2. with Certified Mail = € 5,00 (Five/00), borne by the occupant to which it is addressed communication or answer the question;
- 6. Receiving Recommended return receipt and / or Certified Mail by the condominium:** = € 5,00 (Five/00), borne by the occupant himself.
- 7. Archiving Recommended return receipt returned to the sender for failure to collect and / or accomplished stock:** = € 10,00 (Ten/00), borne by the occupant himself.
- 8. Transmission and / or receiving faxes:** every front page € 5,00 (Five/00), plus € 0,50 (Zero/50) for each subsequent page, all paid by the occupant transmits and / or receives.
- 9. Prompt and formal notice occupant arrears:**
 - 9.1. by registered letter with return receipt or by hand, each = € 25,00 (Twenty/00), + shipping or € 5,00 (Five/00) for hand-recommended, all charged to the defaulting occupant;
 - 9.2. with Certified Mail = € 5,00 (Five/00), charged to the defaulting occupant.
- 10. Practice Transfer occupant arrears, the legal advisor for debt collection:**
 - 10.1. by registered letter with return receipt or hand each = € 25,00 (Twentyfive/00), + shipping or € 5,00 (Five/00) for hand-recommended, all charged to the defaulting occupant;
 - 10.2. by Certified Mail, = € 5,00 (Five/00), charged to the defaulting occupant.
- 11. Insurance Management left, from left opening up to settlement damage:** each = € 75,00 (Seventyfive/00), plus postal and document costs, borne of condominiums concerned;



- 12. Representation of the Condo in the proceedings in progress:**
12.1. within the jurisdiction where the headquarters of the condominium, for every presence € 50,00 (Fifty / 00);
12.2. outside the scope of the jurisdiction where the headquarters of the condominium, for every presence € 100.00 (Onehundred/00).
- 13. Extraordinary General Meeting, with the drafting of the minutes, in addition to the above expenses of Convening Shareholders' Meeting referred to in item 1):** each = € 15,00 (Onehundredandfifty/00), out of the condo.
- 14. Subdivision costs between landlord and tenant (if required) or take over during the course of the financial year:** each = € 40,00 (Forty/00), the tenant or of who takes over, per year d ' period and for each housing unit concerned.
- 15. Overtime work (quotes, contracts, accounting and liquidation extraordinary work):** = 2% (Two/00 percent) works amount, with a minimum fixed all inclusive, of € 250,00 (Two hundredandfifty/00), plus expenses but charged to condominiums concerned.
- 16. Tax deduction practice:** = fixed rate of € 150,00 (Onehundredandfifty/00), plus 1% (One/00 percent) on 'extraordinary amount of work, with a fixed minimum all inclusive, of € 250,00 (Twohundredandfifty/00), as documented expenses, borne of condominiums interested.
- 17. Electronic communication to the Revenue Agency with data on building renovation and energy saving expenses of condominium common areas:** = fixed rate of € 150,00 (Onehundredandfifty/00), plus 0,50% (Zero/50 percent) on 'extraordinary amount of work, with a fixed minimum all inclusive, of € 200,00 (Twohundred/00), the documented expenses, borne of condominiums interested.
- 18. Compensation for emergency inspection or on a personal basis:** each = € 50,00 (Fifty/00), borne by the occupant applicant, or condominiums interested.
- 19. Compensation for registration documents and / or certifications required from public and / or online entities:** each = € 25,00 (Twentyfive/00), the most documented expenses charged to the occupant concerned.
- 20. Compensation for Certification Unica to be transmitted to the recipient by PEC and the Inland Revenue in electronic way:** each = € 10,00 (Ten/00), with a fixed minimum of € 50,00 (Fifty/00).
- 21. Compensation for Passing to another Director Returns:** = € 300,00 (Threehundred/00).
- 22. Printed booklet which forms the annex or required:** = € 5,00 (Five/00) for single file binding, plus € 0,15 (Zero/15) for each photocopy or print A4, the responsibility of the occupant concerned.
- 23. Photocopy or A4 print in black and white:** = € 0,15 (Zero/15) for each photocopy or print A4, the responsibility of the occupant concerned.
- 24. CD with pdf files, which forms the annex or required:** = € 5,00 (Five/00), plus € 0,05 (Zero/05) for each scanned page, out of the occupant concerned.
- 25. Pdf file, which forms the annex or required:** = € 0,05 (Zero/05) for each scanned page, out of the occupant concerned.
- 26. Other non-listed activities:** will be agreed in advance or during the financial statement.

GECOSEI of Giuseppina Napolitano

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