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All factoring fee invoices issued to owners at Block 1 and Block 2 Saunders Street EH3 6TQ for the period January 2020 to present.

Homeowners will be issued with an annual statement of repairs and services and a detailed list of repairs and maintenance carried out to your block during the 12-month period to 31 March each year. Following this the Council will issue invoices to homeowners annually around June of each year for factoring services. (Section 10 of the Written Statement of Service)

The cost of a repair or maintenance carried out is not covered by the factoring fee and is charged separately. The current fee is set at 15% of the costs of repairs and maintenance.

The % fee is confirmed by Committee and is noted in the Councils Fee & Charges <https://www.edinburgh.gov.uk/budget-finance/fees-charges> and is as stated in our Written Statement of Service [Property factoring service: written statement of services – The City of Edinburgh Council](#).

Full itemised breakdowns of all factoring fees charged during this period.

The only “factoring fee” we charge is the 15% admin fee on repairs & maintenance costs which is applied to the final invoice for each year, although this % fee is communicated with all estimates provided to owners.

The factoring fee is confirmed in our [Written Statement of Services Section 6](#), which includes a breakdown of the administrative management tasks the Council may undertake.

Charges for services are split into two categories, Core Services and Repair and Maintenance services. As part of the Council’s duty as Property Factor, the Council will deliver Core Services to manage the common parts of the property.

Core Services generally include, where appropriate, regular maintenance items such as Lift testing, water testing, aerial maintenance, communal lighting and power, hub and sub-hub power and repairs, communal gas heating, health and safety reporting and caretaker costs.

Repair and Maintenance services include one-off repairs to common parts of the building.

The % fee is confirmed by Committee and is noted in the Councils Fee & Charges <https://www.edinburgh.gov.uk/budget-finance/fees-charges> and is as stated in our Written Statement of Service [Property factoring service: written statement of services – The City of Edinburgh Council](#)

All contracts, invoices, and payment records for painting works at Block 1 and Block 2 Saunders Street EH3 6TQ during this period.

HRMI team have not carried out capital works in the period relating to decorative improvements to communal areas.

The Contract Register is a publicly held document which notes all contracts the Council enter into, brief project description, contract value, dates etc.

<https://www.edinburgh.gov.uk/downloads/download/13801/contract-register>

All contracts, invoices, and payment records for electrical works at Block 1 and Block 2 Saunders Street EH3 6TQ during this period.

HRMI team have recently carried out capital works in the period relating to EICR inspections of the communal areas and the works to address noted. This was part of a City Wide contract; Contract Register Unique Key: 100021122, Oracle Global Contract Reference: CT1684, Contract Reference: CT2492 Mini Comp HP/0965/25-26, Contract Name: Electrical Works High- Rise Upgrades, Contract Award Date: 06/11/2025. The initial EICR was carried out at 1 & 2 Saunders Street on 15/04/2026, the report returned noted a number of non-compliances which required remediation. This remediation work is ongoing.

The Contract Register is a publicly held document which notes all contracts the Council enter into, brief project description, contract value, dates etc.

<https://www.edinburgh.gov.uk/downloads/download/13801/contract-register>

All records of works carried out in communal areas at Block 1 and Block 2 Saunders Street EH3 6TQ during this period including contractor details, dates, and costs.

Please refer to the spreadsheet: 2019-25 1&2 Saunders Street Initial repairs list attached.

All insurance claims made regarding damage to communal areas at Block 1 and Block 2 Saunders Street EH3 6TQ during this period.

The Council can confirm that we have received no claims in relation to the communal areas.

As the Council does not own the whole block, each flat owner will be responsible for insuring against any repairs to the communal area/s of the building. The Council only holds information relating to claims made against them, we do not hold any data relating to claims that have been made against private owners / tenant's insurance cover.