SAMPLE SAMPLE document written for a demonstration. The people, the building and the figures are invented.

Larkspur Tower management office

Service charge statement 2026, Unit 1507, Larkspur Tower

Annual assessment

Issued 15 November 2026 to Hollis V., owner of Unit 1507, Larkspur Tower, Jumeirah Lake Towers, Dubai.

The charge is assessed on a unit area of 1,184 sq ft. The rates in the table are per square foot per year. The 2025 rate was AED 14.90 per sq ft.

Head	Rate (AED per sq ft)	Amount (AED)
Building management and staff	3.10	3,670.40
Cleaning and waste	2.05	2,427.20
Security	2.30	2,723.20
Lifts and mechanical maintenance	2.40	2,841.60
Utilities for common areas	2.65	3,137.60
Insurance	0.60	710.40
Master community charge	1.15	1,361.60
Reserve fund	1.25	1,480.00
Total	15.50	18,352.00

The total above is the annual service charge. The instalment record on the following page shows the amounts due and payments received.

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Instalment record

The annual service charge is payable in four instalments. The record shows the due dates and receipt dates for 2026.

Instalment	Due date	Amount (AED)	Received	Status
1	1 January 2026	4,588.00	3 January 2026	Received
2	1 April 2026	4,588.00	2 April 2026	Received
3	1 July 2026	4,588.00	6 July 2026	Received
4	1 October 2026	4,588.00	-	Outstanding

Outstanding instalment

The fourth instalment is outstanding at the statement date. A late instalment carries a charge of 1% of the instalment per month.

Payment queries

Quote the statement reference and instalment number when asking the management office to check a payment. Give the payment date and reference so the office can match it to the unit account.