

TAFLEN GWYBODAETH

Tâl Am Wasanaeth Prydleswyr

Beth yw Tâl am Wasanaeth?

Tâl am wasanaeth yw eich rhan chi o'r costau am y gwasanaethau y mae Cartrefi Cymunedol Gwynedd (CCG) yn eu darparu yn eich bloc a/neu stad. Mae posib adennill y taliadau o dan delerau eich prydles a rhaid iddo gael ei dalu gennych chi, y prydleswr.

Bydd anfonebau tâl am wasanaeth yn cael eu cyfrifo ar sail amcangyfrif ar gyfer y flwyddyn gydag addasiad yn cael ei wneud ar gyfer y gwahaniaeth rhwng cost oedd wedi ei amcangyfrif ar gyfer y flwyddyn flaenorol a'r gwir gost. Mae'r gwasanaethau y byddwch yn talu amdanynt yn ddibynnol ar leoliad eich eiddo a'r gwasanaethau sydd ar gael yn yr adeilad. Efallai na fyddwch yn cael yr holl wasanaethau sydd wedi eu rhestru isod.

Mae'r gwasanaethau y gallwn godi tâl amdanynt a'r rhan y gallwn godi amdano wedi eu hamlinellu yn eich prydles.



NODWCH: Edrychwch ar eich prydles am fanylion costau gwasanaeth sy'n effeithio arnoch chi

Disgrifiad o Dâl am Wasanaeth

Dyma enghreifftiau gwahanol o dâl am wasanaeth a all ymddangos ar eich anfoneb. Nid yw'r rhain ar bob safle. Dylech fod yn ymwybodol o ba wasanaethau sydd ar eich safle chi.

- **Yswiriant yr Adeilad**

Mae CCG yn yswirio'r holl bloc lle mae eich eiddo chi wedi ei leoli. Ni allwch optio allan o'r yswiriant yma, felly, gwnewch yn siŵr nad ydych yn talu am bolisi ar wahân. Nid yw CCG yn yswirio cynnwys eich cartref. Eich cyfrifoldeb chi yw trefnu Yswiriant Cynnwys y Cartref ar wahân.

- **Gwasanaethau Glanhau**

Gall tâl am wasanaeth glanhau gynnwys clirio bob man cyffredin fel cynteddau, pen grisiau a grisiau (gall hyn gynnwys tu allan hefyd e.e. glanhau ffenestri).

- **Trydan**

Gall tâl am drydan gynnwys eitemau fel trydan sy'n cael ei ddefnyddio o fewn y bloc e.e. cyntedd a phen grisiau. Neu allanol e.e. Llwybrau cerdded, golau diogelwch, systemau TCC ayb.

- **Torri Glaswellt a Chynnal a Chadw Tir**

Mae'r tâl am wasanaeth yma yn cynnwys costau cynnal a chadw blynyddol ar gyfer gerddi, glaswellt neu lefydd wedi plannu sydd o amgylch yr eiddo.

- **Rheoli Diogelwch Stad**

Gall costau tâl am wasanaeth rheoli diogelwch stad gynnwys gwasanaethu eitemau fel systemau TCC, systemau mynediad ayb.

Os ydych yn cael y gwasanaethau uchod ac yn anhapus am unrhyw reswm, cysylltwch gyda ni i drafod eich pryderon cyn gynted ag sy'n bosib.

Cynnal a Chadw

Efallai y bydd yna dâl am wasanaeth cynnal a chadw ar eich anfoneb. Mae hwn yn amrywio a chaiff ei gyfrifo yn unol â chostau'r gwaith trwsio sydd wedi ei wneud i'r bloc neu fan cyffredin. Gall y costau hyn gynnwys: Y canllaw, to, golau mewnol neu allanol, systemau TCC, nwyddau dŵr glaw ayb.

Gallwn ad-ennill costau cynnal a chadw o dan delerau'r brydles. Cyfeiriwch at eich prydles am fwy o fanylion.



NODWCH: Mae'r gost yma am waith penodol sydd wedi ei wneud yn barod ar yr eiddo ac nid yw'n swm sy'n cael ei gasglu am unrhyw waith posib yn y dyfodol (nid cyfraniad ar gronfa wrth gefn yw hwn*).

** mae cronfa wrth gefn yn golygu arian sydd wedi ei gasglu ar gyfer costau eitemau gwariant mawr unigol yn y dyfodol.*

Yn parhau drosodd >>



T A F L E N G W Y B O D A E T H

Tâl Am Wasanaeth Prydleswyr

Costau eraill:

Rhent Tir

Mae gofyn i bob prydleswr dalu rhent tir blynyddol i CCG o £10. Mae'n dâl penodol ar gyfer holl gyfnod y brydles. Mae'n daladwy i CCG gan mai ni sy'n berchen y tir lle mae'r eiddo wedi ei leoli.

Byddwch yn cael 'Rhybudd Gorchymyn Rhent' am y tâl yma ac anfoneb ar wahan gyda'ch anfoneb tâl am wasanaeth.

Ffoedd Rheoli

Gall ffi rheoli cael ei gynnwys yn eich anfoneb tâl am wasanaeth. Bydd y tâl yn cyfrannu at unrhyw gostau y mae CCG wedi eu creu mewn perthynas â rheoli'r gwasanaeth prydlesu.

Gwaith Mawr

Bydd unrhyw gostau gwaith mawr yn cael ei anfonebu i chi ar wahân. Cysylltwch gyda CCG ar 0300 123 8084 gyda'ch ymholiadau am anfonebau gwaith mawr.

Talu Eich Anfoneb

Os gwelwch yn dda, trefnwch i dalu o fewn 30 diwrnod o dderbyn eich anfoneb.

Wrth dalu eich tâl am wasanaeth gallwch ddewis talu'r swm yn llawn neu gallwch ofyn i gael talu bob mis. Bydd CCG yn disgwyl i'r tâl blynyddol gael ei dalu'n llawn o fewn y flwyddyn ariannol.

Dyma'r opsiynau sydd ar gael i chi wrth dalu eich anfoneb tâl am wasanaeth:

- Creu Archeb Sefydlog yn y Banc
- Siec yn Daladwy i Cartrefi Cymunedol Gwynedd
- Talu yn unrhyw gangen banc Barclays
- Trosglwyddiad Banc ar-lein

Os byddwch yn cael trafferth talu eich anfoneb tâl am wasanaeth, cysylltwch gyda'n Adran Gyllid cyn gynted ag sy'n bosib ar 0300 123 8084 i drafod eich opsiynau.

Am fwy o wybodaeth

Am fwy o wybodaeth am unrhyw beth ar y daflen hon, cysylltwch gyda ni ar **0300 123 8084** neu [ymholiadau@ccgwynedd.org.uk](mailto:yholiadau@ccgwynedd.org.uk) / www.ccgwynedd.org

Os hoffech gael y daflen hon mewn fformat gwahanol, fel llythrennau bras neu mewn iaith arall, cysylltwch â ni ar 0300 123 8084.

FACT SHEET

Leaseholder Service Charge

What are Service Charges?

Service charges are your proportion of the costs for the services you receive that are provided by Cartrefi Cymunedol Gwynedd (CCG) to your block and/or estate. These charges are recoverable under the terms of your lease and must be paid by you the leaseholder.

Service charge invoices will be calculated on an estimated basis for the year, with an adjustment made for the difference between the previous years estimated cost and the actual cost.

The services you pay depend on the location of your property and the services provided to the building. You may not receive all of the services listed below.

The services we can charge for, and the proportion we can charge will be outlined within your lease.



PLEASE NOTE: Please refer to your lease for details of recoverable service costs that affect you

Service Charges Description

Here are different examples of service charges that may appear on your invoice. Not all of our sites receive these services. You should be aware of which services your site receives.

- **Building Insurance**
CCG insures the whole block in which your property is located. You are not allowed to opt out of this insurance, therefore, please ensure that you are not paying for a separate policy. CCG does not insure your homes contents. It is your responsibility to arrange Home Contents Insurance separately.
- **Cleaning Services**
A cleaning service charge could include clearing of all communal areas such as hallways, landing and stairs (this may include external communal areas e.g. window cleaning).
- **Communal Electricity**
A communal electricity charge can include items such as the electricity used within the block e.g. communal

porches, hallway, landing. Or externally e.g. external walkways, security light, supply of CCTV systems etc.

- **Grass Cutting and Grounds Maintenance**
This service charge includes the annual maintenance costs of communal gardens, grass or planted areas surrounding the leased property.
- **Estate Management Security**
Estate Management Security service charge costs could include servicing items such as CCTV systems, secure door entry systems etc.

If you receive the above services and are unhappy for any reason, please contact us to discuss your concerns as soon as possible.

Repairs and Maintenance

You may receive a repairs and maintenance charge on the service charge invoice. This charge is variable and is calculated according to the costs of the repair carried out the block or communal area. These costs could include: The banister, roof, internal or external lighting, CCTV systems, rainwater goods etc.

Repairs and maintenance charges are recoverable under the terms of the lease. Please refer to your lease for further details.



PLEASE NOTE: This cost is for specific work that has already been carried out to the property, and not a sum collected for any possible future works (this is not a contribution to a 'reserve/sinking fund'*).
**reserve/sinking fund refers to money collected to cover the costs of future large individual items of expenditure.*

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FACT SHEET

Leaseholder Service Charge

Other costs:

Ground Rent

All leaseholders are required to pay CCG an annual ground rent of £10. This charge is a fixed charge for the whole period of your lease. The ground rent is payable to CCG as we own the land on which the property is located.

You will be sent a 'Rent Demand Notice' for this charge along with a separate invoice with your service charge invoice.

Management Fee

A management fee may be included in your service charge invoice. This charge will contribute to any costs CCG have incurred in relation to managing the leasehold service.

Major Works

Any major works costs would be invoiced to you separately. Please contact CCG on 0300 123 8084 for any enquiries regarding your major works invoice.

Paying Your Invoice

Please make arrangements to pay within 30 days of receiving your invoice.

When paying your service charge you can choose to pay the amount in full or you can request to pay by monthly instalments. CCG will expect the annual charge to be paid in full within the financial year.

Here are the options available to you when paying your service charge invoice:

- Set up a Bank Standing Order
- Cheque payable to Cartrefi Cymunedol Gwynedd
- Pay at any Barclays Branch
- Online Bank Transfer

If you are going to have difficulty in paying your service charge invoice, please contact our Finance Department as soon as possible on 0300 123 8084 to discuss your options.

For more information

For more information about anything included in this leaflet, please contact us on **0300 123 8084** or enquiries@ccgwynedd.org.uk / www.ccgwynedd.org

If you would like to receive this leaflet in a different format, such as Braille, large text or in another language, contact us on 0300 123 8084.

