



Sample service charge & budget plan

Operating budget – Condominium Act art. 37

This document is a sample for information only. Adapt it to your situation before use and seek legal advice where necessary.
The Turkish version prevails.

Name of complex / building

Period (from – to)

Number of units

Total land shares

Estimated expenses

Expense item	Annual (TRY)	Monthly (TRY)
Staff (caretaker) salary and social security		
Common area electricity		
Common area water		
Lift maintenance and inspections		
Cleaning supplies		
Garden and landscaping		
Building insurance (common areas)		
Minor repairs		
Management fee		
Bank and office costs		
Reserve fund / equipment		
Other		
Total		

Allocation

Unless the management plan provides otherwise, common costs are shared by land share (Condominium Act art. 20). Where heat cost allocators exist, heating costs are split under the relevant regulation.

Unit no.	Owner	Land share	Monthly advance (TRY)



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The operating budget is notified to the owners and becomes final if no objection is raised within 7 days.
Late-payment compensation may be claimed for unpaid charges.

Prepared by – Manager

Auditor

Full name · Date · Signature

Full name · Date · Signature

SAMPLE TEXT