

Home Ownership Administration Fees (2011/12)



This factsheet lists the administration fees that are payable for specific items.

These are not included in the annual service charge management fee.

Resale/Landlord's Enquiries	£120 inc VAT
Resale further enquiries	£48 inc VAT
Notice of Transfer	£48 inc VAT
Notice of Charge	£48 inc VAT
Deed of Covenant	£90 inc VAT
Copy Lease	£50 inc VAT
Insurance Policy document	No Charge
Shared owner valuation sale	Between £120.00 and £156.00 from a panel
Shared owner valuation for staircasing	Between £120.00 and £156.00 from a panel
Lease Extension Valuation	£350 inc VAT
Enfranchisement	From £350.00 Inc VAT per Unit
Permission to carry out works (Simple)	No charge
Permission to carry out works (Complicated)	£125 Inc VAT
Visit in respect of alterations	£125 Inc VAT
Rent reference RTB/ RTA	No charge
Loft Licence	Any solicitors costs incurred paid by Leaseholder
Retrospective Consent	£125 Inc VAT (if surveyor's visit needed)
Removal of Land Charges Entries	£125 Inc VAT
Deed of Postponement	£90 Inc VAT
Deed of Variation / rectification	Any solicitors costs incurred paid by Leaseholder
Re-mortgage Fees (Shared Owners)	No charge
Major Works Mgmt Fee	15% of Final Contract Costs
Notice to sublet	No charge
Postponing RTB Disc. Repayment	£90.00
Credit Check	No charge