



# HOME OWNERSHIP ADMINISTRATION FEES 2019/20

This factsheet lists the administration fees that are payable for specific services/transactions provided to Home Owners. We are unable to progress your request without this fee. These are not included in the annual service charge management fee.

Landlords Enquiries (Flats/maisonettes & FM Props)	£360.00
Landlords Enquiries (Management company props/shared ownership houses)	£300.00
Landlords Enquiries (Freehold with services)	£180.00
Remortgage Enquiries (100% Leasehold)	£180.00
Hard copy of landlord enquiry pack (printed and sent in post) additional fee	£60.00
Landlords Enquiries - Further enquiries (per set 1-3 enquiries)	£50.00
Postponement / Waiver to RTB/RTA Charge Letter	£120.00
Standard Valuation (basic open market valuation)	£220.00 - £420.00
Lease Extension/Enfranchisement Valuation (Estimated & payable direct to Surveyor)	£470.00
Lease Extension	£225.00
Lease Extension (Equity Loan Customer)	£130.00
Enfranchisement (per unit)	£385.00
Home improvements (permission request - basic)	£85.00
Home improvements (permission request - complex)	£225.00
Home improvements (Survey in respect of major alterations, estimated & payable direct to surveyor)	£225.00 - £300.00
Home improvements (License and Deed of Variation)	£350.00
Review of proposed alterations by external surveyor (Estimated & payable direct to surveyor)	£270.00
New Lease plan drafting	£120.00
New Lease Plan (Estimated & payable direct to Surveyor)	£350.00
Loft License / Initial Review & Feasibility for Loft Sale	£350.00 / £450.00
Retrospective consent	£85.00
Retrospective consent (with surveyor visit)	£205.00
Removal of land charges entries	£235.00
Deed of Variation / Rectification to Lease	£50 - £225.00 (POA)
Approval of Re-Mortgage (Shared Ownership)	£130.00
Approval of Re-Mortgage & Further Advance (Shared Ownership)	£170.00
Buying more shares/Staircasing	£235.00
Repaying Equity Loan (Inc. My Choice Homebuy, Starter Home Initiative, Homebuy)	£235.00
Approval of Transfer of Ownership (Shared Ownership)	£200.00
Approval of Transfer of Ownership (Equity Loan)	£130.00 / £170.00
License to Assign	£120.00
Notice to Sublet	£170.00
Notice of Transfer	£102.00
Notice of Charge	£102.00
Notice of Transfer & Charge	£204.00
Certificate of Compliance / Certificate of Consent	£120.00
Buildings Insurance confirmation of provision "Comfort Letter"	£60.00
Copy of Lease (if available from our files / land registry)	Free of charge
Paper Copies of Standard Enquiry Packs/Documents (non-Landlords Enquiries) per document	£12.00

You may be expected to cover L&Q's legal fees in addition to your own legal fees, our administration and valuation fees with the fees. All fees include VAT