

Please note that from 1st April 2026 the following Administration Fees will apply:

LPE1 Management Pack (With Services or Charges)	£ 205.00
LPE1 Management Pack (No Services or Charges)	£ 175.00
LPE1 Hard Copy of Existing Management Pack	£ 35.00
Processing S/O Valuation	£ 220.00
Covering 3rd party valuation fees for S/O Sale	Actual Fee
Processing S/O Re-sale (Assignment of Lease)	£ 205.00
Processing S/O Staircase & Sale (Assignment of Lease)	£ 85.00
Processing S/O Extension & Sale (Assignment of Lease & Extension Fee)	£ 490.00
Processing S/O Staircase, Extension, & Sale (Assignment of Lease & Extension Fee)	£ 370.00
Processing the application for re-mortgage or Notice of Charge	£ 70.00
RXC - Certificate of Consent/Compliance	£ 70.00
Processing Notice of Transfer	£ 70.00
Processing Deed of Covenant	£ 70.00
Copy of Documents Previously Served (Digital Excluding Invoices)	£ 45.00
Copy of Documents Previously Served (Physical Excluding Invoices)	£ 60.00
Copy Insurance (Digital)	£ 0.00
Surrender & Regrant of Lease (Extension, Removal of Leaseholders, Other)	£ 285.00
Enfranchisement admin fee (Purchasing the Freehold) per unit	£ 175.00
Landlords Consent/Approval - In Advance (eg Pets, Sublet, Minor Alterations, Sat Dishes)	£ 45.00
Landlords Consent/Approval - Retrospectively (eg Pets, Sublet, Minor Alterations, Sat Dishes)	£ 85.00
Landlords Consent - In Advance (eg Alterations with Survey, CCTV)	£ 85.00
Landlords Consent - Retrospectively (eg Alterations with Survey, CCTV)	£ 140.00
Deed of postponement	£ 45.00
Deed of variation/rectification administration fee	£ 220.00
Buying more shares/staircasing/memorandum of sale	£ 160.00
Repaying equity loan (Help to Buy)	£ 220.00
Repaying My Choice Homebuy loan	£ 140.00
Equity loan (Help to Buy) transfers (amending mortgages)	£ 85.00

Major works project management fee	Contract Based Fixed Fee
Late Service charge reminder	£ 25.00
Issue of NOSP (To Shared Owner)	£ 220.00
Issue of Notice of Forfeiture	£ 220.00
Landlords Notice for Mortgage Application	£ 45.00
Landlords Reference	£ 45.00
Licence to occupy (eg Commercial)	£ 220.00
Additional Solicitors enquiries (Outside of above)	£ 45.00
EWS1 form	Not Available
PDF Copies of reports not provided elsewhere or statutorily (eg - EPC/asbestos report/FENSA Fee)	3rd-party cost plus £45
Retrospective permission to assign	£ 305.00
Other retrospective permissions	Cost above plus £50.00
Lease extension Premium for Shared Owners	100% of Premium
Time to carry out work reasonably service chargeable	£ 45 per hour per person
Request to see actual invoices	£ 50.00 plus 10p per invoice
Chasing the Land Reg on request	£ 45.00
Chasing the solicitors (Where significantly delaying process)	£ 45.00
Chasing for mortgage approval etc (Where significantly delaying process)	£ 45.00
NMSO - provide value of property/shares in 3 months of annual valuation	£220 plus RICS fee
Confirming rent on new staircase	£ 45.00
NMSO - provide number shares owned	£ 0.00
NMSO - process purchase of shares if not via solicitor nor lodged with land reg	£ 0.00
NMSO - Final Staircase to 100%	£ 160.00

Glossary

NMSO – New Model Shared Ownership (21-26 AHP funded)

RICS – Royal Institute of Chartered Surveyors

EPC – Energy Performance Certificate

FENSA - Fenestration Self Assessment Scheme.

EWS1 – External Wall System Fire Review Assessment

NOSP – Notice Seeking Possession

RXC – Restriction Certificate for Land Registry

S/O – Shared Owner

LPE1 – Leasehold Property Enquiry

If you have any queries, please contact leaseholders@irwellvalley.co.uk