

Item / Service Fees		Administration	
15.2	Sales/Resales - Landlords Enquiries (Flats)	£	190
15.3	Sales/Resales - Landlords Enquiries (Management company)	£	190
15.4	Sales/Resales - Landlords Enquiries (houses with services)	£	160
15.5	Sales/Resales - Landlords Enquiries (houses no services)	£	160
15.6	Hard copy of landlord enquiry pack LPE1 (printed and sent in post)	£	20
15.7	Valuation - Shared Ownership	£	205
15.8	Assignment - Shared Ownership	£	80
15.9	Re-mortgage Applications / Notice of Charge	£	65
15.10	License to Assign (permission to sell)	£	65
15.11	Notice of transfer	£	65
15.12	Deed of Covenant	£	65
15.13	PDF copy of lease (from Land Registry or scanned)	£	40
15.14	Paper copy of lease (from Land Registry or scanned)	£	55
15.15	PDF copy Insurance policy document	£	0
15.16	Paper copy Insurance policy document	£	40
15.17	Lease extension admin fee	£	265
15.18	Enfranchisement admin fee (Purchasing the Freehold) per unit	£	160
15.19	Consent for improvements / alterations - basic - in advance	£	40
15.20	Consent for improvements / alterations - basic - retrospectively	£	80
15.21	Consent for improvements / alterations - with survey - in advance	£	80
15.22	Consent for improvements / alterations (with survey) retrospectively	£	130
15.23	Deed of postponement	£	40
15.24	Deed of variation/rectification administration fee	£	205
15.25	Removal of 1 party on Shared Ownership	£	265
15.26	Buying more shares/staircasing/memorandum of sale	£	80
15.27	Repaying equity loan (Help to Buy)	£	205
15.28	Repaying My Choice Homebuy loan	£	130
15.29	Equity loan (Help to Buy) transfers (amending mortgages)	£	80
15.30	Major works project management fee	10% overall cost	
15.31	Consent to sublet in advance (for 1 year)	£	40
15.32	Consent to sublet retrospectively (for 1 year)	£	80

15.33	Certificate of compliance (info to Land Reg)	£	55
15.34	Copy of Service Charge account	£	40
15.35	Copy of audit certificate	£	40
15.36	Copy of Share/Membership certificate	£	40
15.37	Additional copies of correspondence	£	40
15.38	Late Service charge reminder	£	20
15.39	Consent for pets - 1 year in advance	£	40
15.40	Consent for pets - 1 year retrospectively	£	55
15.41	Issue of NOSP	£	100
15.42	Issue of Notice of Forfeiture	£	205
15.43	Landlords Notice for Mortgage Application	£	40
15.44	Landlords Approval for new mortgage	£	40
15.45	Landlords Reference	£	40
15.46	Surrender & Regrant of Lease	£	265
15.47	PDF Copy of Fire Risk Assessment	£	40
15.48	Paper Copy of Fire Risk Assessment	£	55
15.49	Licence to occupy (eg Commercial)	£	205
15.50	Additional Solicitors enquiries	£	40
15.51	EPC/asbestos report/FENSA Fee/other reports plus £40	3 rd -party cost	
15.52	Retrospective permission to assign	£	265
15.56	Other retrospective permissions will be cost above plus £50.00 £50.00	Admin fee plus	
15.57	Lease extension Premium for Shared Owners	100% Premium	
15.58	Time to carry out work reasonably service chargeable per person.	£40.00 per hour	
15.59	Request to see invoices invoice	£50.00 +10p per	