Administration fees for homeowners

Administrative charges are charges for services which are individual to a leaseholder or homeowner. They're payable in addition to any service charge or rent you pay (if applicable), for services received by you either directly or indirectly, including:

- The grant of approvals under your lease or applications for such approvals
- For, or in connection with, the provision of information or documents
- Costs arising in connection with a breach (or alleged breach) of your lease

As these charges apply to an indusial homeowner they are applied individually. Administration charges are payable in advance. All fees are inclusive of VAT unless otherwise stated

Consents	Fee
Consent to further advance / postponement of charge If you wish to take out a further advance on your property you must obtain our consent. We have to provide certain information to your mortgage provider and we charge a fee for this.	£150 + legal fees
Consent to re-mortgage If you wish to re-mortgage you must obtain our consent. We have to provide certain information to your mortgage provider and we charge a fee for this.	£150 + legal fees with no additional borrowing includes leasehold questionnaire £200 + legal fees with additional borrowing includes leasehold questionnaire
Consent to Sublet An admin charge applies each time you let your property to a new tenant, this is so we can update our records. If you fail to notify us that you have sublet this fee is doubled.	£50.00 £100.00 for retrospective consent for failure to notify £10 for lodger letter – Shared Ownership only
Consent to improvements Under the terms of your lease, you must ask for permission before you make any alterations or improvements to your home. If you do not ask for permission and we have to inspect and / or put something right, we will charge extra for this. Admin Fee Retrospective consent Pre-inspection Additional inspections Additional fees	£50 (additional fees may apply as below if surveyor is required £500 £100 (£150 surveyor) £50 Variable

Shared Ownership Only	Fee
Reservation Fee Non refundable fee to reserve your plot. If the sale completes this will be taken off the final sale price	£500
Resales Fee Fee payable upfront to process your resale not refundable	£270 initial +legal fees upto max of 1% of % sold
Assignment Fee Reasonably and properly incurred administrative costs and expenses not exceeding 1% of the consideration received by the Leaseholder for the assignment	1% of the consideration received by the Leaseholder less the £270 for a resale as above
Staircasing Admin Fee Payable each time you staircase unless 1% staircasing under the new model lease	£270 + valuation fees
Notice of Freehold When you have staircased to 100% this fee applies to register the charge at the land registry	Current land registry fee
Downward Staircasing (Flexible Tenure) If you find yourself in financial difficulty and need to sell back shares in your property	TBC

General Charges	Fee
Pre sale queries – LPE1 When you decide to sell your home we are asked to provide information regarding the property to your solicitor. The administration charge for answering these questions is payable by the current leaseholder.	£200 express service (5 working days) £150 standard service (10 working days)
Solicitors Queries – Each Additional Question	£15 each question outside the initial pre sale query
Notice of Mortgage	£50 or as specified in the lease
Notice of Charge A Notice of Charge is the notification sent to the landlord/management company providing details of any mortgages on the property. This is so that if you fail to pay ground rent or service charges we can notify the lender to request payment.	£50 or as specified in the lease

Certificate of compliance	£100

Enfranchisement, Freehold Purchase & Lease Extension

Fee

If you want to purchase the freehold, enfranchise or extend your lease we charge fees. These vary depending on the property. General Fees Admin Fees Deposit (freehold purchase) Deposit (lease extension - formal) Deposit (lease extension - informal)	Valuation + Legal fees £270 3x annual rent 10% of premium or £250 whichever is greater £150

Lease amendments

Fee

Deed of variation To vary a clause of the lease	£180 + Plus fees, disbursements and VAT
Deed of Covenant Where the title requires the leaseholder to enter into a Deed of Covenant (agreeing to accept the terms of the lease), a charge to cover the cost of registering the deed and signing and sealing will be applied.	£100 + legal fees
Amendment to Restriction Some leases contain a clause which restricts the leaseholder's ability to transfer the lease. If you intend to sell, this restriction must be lifted and the correct one applied.	£100 + legal fees
Changing parties to a lease	£75
Updating our records For example to change correspondence address	£10

Additional Services

Fee

Copy lease	£30 if we hold a copy £50 if we don't hold a copy
Copy rent / service charge statement	£10 each copy
Copy year end account	£25 each year

Copy insurance summary of cover	£10
Printed copy leaseholder handbook	£15
Duplicate letter / documents	£10 each
Replacement fob or keys	£25 +£5 admin fee
Replacement car park permit	£15 +£5 admin fee
Reference for rent or service charge payments	£25
Permission to keep a pet	£50
Copy EPC	£60 if we hold a copy £70 if we don't hold a copy

Breach of Lease

Breach of Lease	Fee
Section 146 (forfeiture)	£75 + legal fees
Failed Direct Debit	£15
Missed or late payment	£15
ASB / Nuisance letter	£15 per letter + legal fees
ASB / Nuisance visit	£35 per visit + legal fees
Garden / Property Maintenance Letter	£15 per letter
Arrears letters	£20 each letter
Any other breach of lease	£50 for each breach £25 for each notification / letter or action until breach remedied

This admin fees document is for Southway Wythenshawe Homes Leasehold customers including Gecko Homes customers. It should be sent with the admin fees document and bank details.