

Homeowner Menu of Administration Charges

April 2020 – March 2021

Administration fees are charges for a range of services provided to Homeowners. These services are not included within the service charge. Payment of the fee is required in advance of the service being provided.

All fees include VAT and are reviewed on 1 April each year based on the actual cost of providing services.

Considering a request to carry out alterations	Between £55.00 and £75.00
Considering a request to carry out alterations where a site visit is required (if planning permission is required a visit is needed)	Between £150.00 and £110.00
Approving a Deed of Rectification or Variation	£67.00
Approving a Deed of Covenant (additional fees will be charged for drafting the deed)	£67.00
Issuing a Certificate of Compliance for Land Registry	£65.00
Issuing a Certificate and Deed of Covenant together	£105.00
Receipt of Notice of Transfer and / or Charge	£53.00
Provide consent to assignment or change in legal ownership of the property	£42.00
Providing consent to assignment or change in legal ownership of the property entering Deed of Covenant and issuing a Compliance Certificate	£105.00
Providing consent to the removal of Land Registry Restrictions including charges (DS1)	£69.00
Shared Ownership Resale	£370.00
Providing consent to sale or subletting on a property with a section 157 restriction	£84.00
Providing a leasehold management pack and response to all vendor pre contract enquiries on sale of a leasehold flat	£145.00
Providing a management pack and response to all vendor pre contract enquiries on sale of a freehold house with rent charge/ service charge	£132.00
Additional questions raised	£16.00
£78.00 for multiple additional enquiries as typically solicitors raise a number of additional questions	£78.00
Freehold sales (ex Homezone or Fosseyway) with provision for a service charge in transfer which we do not currently charge. If on review of transfer, we find that we will apply a rentcharge - standard freehold house management pack fee to be charged. If we decide no rentcharge is to be applied our standard fees for Deed of covenant/ consent to assignment will be applied	£130.00
Issue copy share certificate (Riverside Mews/ and or the strand only)	£42
Repossession resale of share - no reliance on the MPC. Pre contract enquiries	£147.00- Flat £130.00 - House
Repossession resale of share - solicitor to rely on the MPC	£0.00
Providing a rent or service charge reference	£0.00
Providing copy lease	£0.00
Providing copy fire safety certificate	£0.00
Providing copy evidence of buildings insurance	£0.00
Repayment of all or part of an equity loan or providing consent to change of name on a second charge and signing / sealing documents	£107.00
Consent to subletting	£60.00

Bromford.

Bromford Lease Extension Admin fee - (Includes provision of requests for additional information; serving counter notice; signing and sealing documents)	£107.00
Lease Extension Independent Valuation fee House / Flat	£360.00 + VAT
Lease extension independent valuation desk top update from original valuation	£105.00 + VAT
Lease extension solicitor fee	£570.00 + VAT
Bromford fee for (checking qualifying criteria in information notice and initial notice; instruction and liaison with valuer; serving counter notice; instruction of solicitors and signing and sealing documents)	£247.00
Postponement of charge on RTB - 1st mortgage only	£75.00
Consent to remortgage including receipt of notice of charge - all tenures	£107.00
Considering a request to sublet and issuing consent	£84.00
If lease allows for a staircasing admin fee to be charged	£150.00
Wayleave Charge for wayleave where wayleave is not of direct benefit to a Bromford customer who rents their home from us	£167.00
Permissions	£167.00
Deed of Release	£174.00
Land disposal	£286.00
Easement	£251.00
Licence	£113.00
Boundary enquiry with surveyor visit	£72.00
Ownership Enquiry with surveyor visit	£91.00
Boundary enquiry with no surveyor visit	£19.00
Ownership enquiry with no surveyor visit	£37.00
Compensation for issuing retrospective consent to Wayleave	£1050.00
Alterations	
Considering a request to carry out alterations – Private Owners Desktop Survey	£75.00
Considering a request to carry out alterations – Shared Owner and leaseholders Desktop Survey	£55.00
Considering a request to carry out alterations where a site visit is required (if planning permission is required a visit is needed) – Private Owners Visit and Survey	£150.00
Considering a request to carry out alterations where a site visit is required (if planning permission is required a visit is needed) – Shared Owners and Leaseholders Visit and Survey	£110.00

These fees are for Bromford administration services only. Additional fees may apply – e.g. Valuation Fees and/or Bromford Legal Fees as well as your own Legal Fees.

For more information or to make a payment please contact the Commercial Property Team.