

## Homeowner Menu of Administration Charges

### Current Financial year

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.

		Existing Homes Sales Team Fees
Shared Ownership Resale		£370.00
Issue copy share certificate (Riverside Mews/ and or the strand only)		£42
Repossession resale of share - no reliance on the MPC. Pre contract enquiries		Flat £160.00 House £150.00
Repossession resale of share - solicitor to rely on the MPC		In the region of £500 +VAT
Providing a rent or service charge reference		£0.00
Providing copy lease		£10.00
Providing copy fire safety certificate – Available on our Web site		£0.00
Providing copy evidence of buildings insurance - Available on our Web site		£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
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		In the region of £500 + VAT
Lease extension independent valuation desk top update from original valuation		In the region of £150.00 + VAT
Lease extension solicitor fee		Between £570.00 & £750 + 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)		£250.00
If lease allows for a staircasing admin fee to be charged		£150.00
	Legal Property Fees	
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	

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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	
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	
Consent to subletting	£60.00	
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	
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	

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Ownership enquiry with no surveyor visit	£37.00	
Compensation for issuing retrospective consent to Wayleave	£1050.00	
Supplemental Deed	£125	
Drafting Deed of Variation	£150	
Drafting Deed of Postponement	£105	

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 Existing Homs Sales Team or the Legal Property Team.