

Home Owner Menu of Administration Charges

April 2018 – March 2019

Administration fees are charged 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.

Approving a deed of rectification or variation	£64
Approving a deed of covenant (additional fees will be charged for drafting the deed)	£64
Issuing a certificate of compliance for land registry	£60
Issuing a certificate and deed of covenant together	£100
Receipt of notice of transfer and / or charge	£50
Providing consent to assignment or change in legal ownership of the property	£40
Providing consent to assignment or change in legal ownership of the property, entering into a Deed of covenant and issuing a compliance certificate	£100
Providing consent to the removal of land registry restrictions	£65
Shared ownership resales	£350
Providing consent to a sale in an area of outstanding natural beauty with a local connection restriction	£80
Leasehold management pack	£138
Freehold house management pack	£125
Further enquiries to management pack (fixed rate)	£75
Providing a rent or service charge reference	No fee
Providing a share certificate	No fee
Providing a copy of shared ownership lease	No fee
Providing copy of the fire safety certificate	No fee
Repayment of all or part of an equity loan	£102
Consent to subletting Equity loan	£57
Consent to sublet a shared ownership property	£80
Lease extension	£147
Collective enfranchisement fee	£235
Deed of postponement of charge on RTB	£71
Consent to re-mortgage including receipt of notice and charge	£102
Providing consent to remortgage following a transfer of names on a mortgage	£45
Purchase of additional shares if lease allows	£150
Alterations request – shared owners and leaseholders – desktop only	£55
Alterations request – private owners – desktop only	£75
Alterations request – shared owners and leaseholders with surveyor visit	£110
Alterations request – private owners with surveyor visit	£150
Wayleave Charge for wayleave where wayleave is not of direct benefit to a Bromford customer who rents their home from us	£159
Permissions	£159
Deed of release	£166

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Land disposal	£270
Easement	£239
Licence	£108
Boundary enquiry with surveyor visit	£69
Ownership enquiry with surveyor visit	£87
Boundary enquiry no surveyor visit	£18
Ownership enquiry no surveyor visit	£35
Compensation for issuing retrospective consent to Wayleave	£1000

These fees are for Bromford's administration services only. Additional fees may apply – e.g. valuation fees and/ or Bromford's legal fees as well as your own legal fees.

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