

Administration Fees Schedule

Over the course of your ownership of your home you may need to request that we carry out additional work as a leaseholder or shared owner, which is not covered by our normal management fee. In this instance we are entitled to charge an additional Administration Fee. This fee will cover the additional administration and staff time involved in carrying out the work that you have requested.

We have outlined the additional administration fees which may be charged below; where we have to engage external providers, such as solicitors, valuers or surveyors, we may also need to pass on their fees in addition to any administration fee payable.

We will tell you when you first request a service whether a fee will be charged, and fees will normally be payable in advance.

	Fee excl. VAT	Fee incl. VAT
Alterations		
Basic request	£75.00	£90.00
Complex request <i>where planning consent is required, or a surveyor from Housing Solutions needs to undertake an inspection</i>	£150.00	£180.00
Retrospective approval	+25% to the appropriate Alterations Fee	
Resales, Assignments, Staircasing and Lease Extensions		
Resales Fee <i>unless the Lease says otherwise</i>	£350.00	£420.00
Lease Assignment <i>when there is no linked resales transaction; includes the Notice of Charge and Notice of Transfer fee</i>	£125.00	£150.00
Staircasing Administration Fee <i>includes the Notice of Charge fee</i>	£150.00	£180.00
Lease Extension	£300.00	£360.00
Certificates and Notices		
Certificate of Compliance	£65.00	£78.00
Notice of Charge	£65.00	£78.00
Notice of Transfer	£65.00	£78.00
Notice of Transfer and Notice of Charge together	£100.00	£120.00

	Fee excl. VAT	Fee incl. VAT
Deeds of Covenant and Variation		
Deed of Covenant	£60.00	£72.00
Deed of Variation Administration Fee <i>plus any legal fees or other costs incurred by Housing Solutions</i>	£150.00	£180.00
DS1 <i>to remove expired restrictions from title deeds</i>	£60.00	£72.00
Subletting Application <i>where approval is required under the terms of the lease</i>	£125.00	£150.00
Management Enquiries		
Leasehold Management Pack (flats)	£250.00	£300.00
Additional enquiries (for every 10)	£50.00	£60.00
Updating an LPE1 issued in the last 12m	£150.00	£180.00
Freehold Management Pack (houses)	£175.00	£210.00
Additional enquiries (for every 10)	£50.00	£60.00
Updating an FME1 issued in the last 12m	£100.00	£120.00
Remortgaging		
Simple Remortgage Approval <i>where there is no additional borrowing, includes the Notice of Charge fee</i>	£90.00	£108.00
Remortgage Approval with additional borrowing <i>includes the Notice of Charge fee</i>	£125.00	£150.00
Remortgage and Assignment Approval <i>includes approving additional borrowing to buy out one party; includes the Notice of Charge and Notice of Transfer fee</i>	£125.00	£150.00

Administration Charges – Summary of tenants’ rights and obligations

- (1) This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges. Unless a summary is sent to you with a demand, you may withhold the administration charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.
- (2) An administration charge is an amount which may be payable by you as part of or in addition to the rent directly or indirectly –
 - for or in connection with the grant or an approval under your lease, or an application for such approval;
 - for or in connection with the provision of information or documents;
 - in respect of your failure to make any payment due under your lease; or
 - in connection with a break of a covenant or condition of your lease.

If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable.

- (3) Any provision contained in a grant of a lease under the right to buy under the Housing Act 1985, which claims to allow the landlord to charge a sum for consent or approval, is void.
- (4) You have the right to ask a First Tier Tribunal whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine –
 - who should pay the administration charge and who it should be paid to;
 - the amount;
 - the date it should be paid by; and
 - how it should be paid.

However, you do not have this right where –

- a matter has been agreed to or admitted by you;
 - a matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the administration charge arose; or
 - a matter has been decided by a court.
- (5) You have the right to ask a First Tier Tribunal for an order varying the lease on the grounds that any administration charge specified in the lease, or any formula specified in the lease for calculating an administration charge is unreasonable.
 - (6) Where you seek a determination or order from a First Tier Tribunal, you will have to pay an application fee and, where the matter proceeds to a hearing, a hearing fee, unless you qualify for a waiver or reduction. The total fees payable to the tribunal will not exceed £500, but making an application may incur additional costs, such as professional fees, which you may have to pay.
 - (7) A First Tier Tribunal has the power to award costs, not exceeding £500, against a party to any proceedings where –
 - it dismisses a matter because it is frivolous, vexatious or an abuse of process; or
 - it considers that a party has acted frivolously, vexatiously, abusively, disruptively or unreasonably.

The Upper Tribunal has similar powers when hearing an appeal against a decision of a First Tier Tribunal.

- (8) Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granted such as order and it will take into account all the circumstances of the case.