

Leasehold and Shared Ownership Charges 1 October 2018

Sales, resales, lease extensions	New charge from 1 October 2018
Resale administration fee	<p>Gunters Mead - 0.25% of the sale price for the landlord administration fees (See lease)</p> <p>Shared Owners – 1% administration fee (See lease)</p> <p>Elizabeth Hart Court - £150 for supplying information relating to the service charges and sinking fund and to approve the occupier (See lease)</p> <p>Edgar Court - This is a sale by the landlord/freeholder so no charges apply.</p>
Solicitors enquires in the form of LPE1 for shared owners (standard response 10 working days)	£220 plus VAT <i>£300 plus VAT for a hard copy = £360.00</i>
Solicitors enquires in the form of LPE1 for leaseholders (standard response 10 working days)	£220 plus VAT =£264.00 <i>£300 plus VAT for a hard copy = £360.00</i>
Solicitors additional queries (over and beyond LPE1 form)	£50 plus VAT
Valuation lease extension (Surveyor's Fee)	£250

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Lease extension- administration charge	£250
Lease extension- Crown Simmons legal fees	£1250 + disbursements to Sharratts
Staircasing admin fee	£250 plus VAT The fee is payable if you decide to staircase and is not refundable if you subsequently decide to withdraw your application to staircase.
Mortgage approval questions (for staircasing)	£75 + VAT

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Provision of documents/information	Charge from 1 October 2018
Copy of lease	£40 plus VAT
Insurance Policy or Summary of Cover - to supply hard copy in the post	Free of charge
Copy of invoices requested within 6 months of audited account being issued- provided by post	£50 plus VAT

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Leaseholder requests for consent/approvals/variations etc.	Charge from 1 October 2018
Approval to sublet	If you own 100% of your home, you're free to sublet it, unless your lease advises otherwise £100 plus VAT
Approval for Alterations (minor changes)	£80 plus VAT
Approval for Alterations - complex changes, charged per hour (minimum one day charge)	£200 plus VAT
Visit to inspect improvement or alteration, charged per hour	£30 per hour plus VAT
Provision of EPC	£150 plus VAT Or available online (free)

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Income Recovery	Charge from 1 October 2018
Leaseholder Income LH2 Letter (fee for second reminder)	£25
Leasehold Income LH3 Letter (fee for final reminder)	£25
Telephone call to leaseholder in respect of arrears	£10
Office appointments to discuss arrears	£50
Home appointments to discuss arrears	£100
Admin charge for withdrawing of application to court made directly by Crown Simmons	£50
Admin charge for attending undisputed court hearing or tribunal unrepresented	£100
Admin charge for preparing and attending court hearing unrepresented where claim is disputed, charged per hour	£50

Approved 11 September 2018, by Leadership Team