

HOME OWNERSHIP SERVICES

ADMINISTRATION FEES



	Fee	VAT	Total
Sales, Resales, Re-mortgage, Lease Extensions etc.			
Solicitors' Enquiries (standard, 15 working days)	£250.00	20%	£300.00
Freehold Houses (FME1) pre-sales pack	£150.00	20%	£180.00
Additional Solicitors' Enquiries (charged per question)	£ 10.00	20%	£12.00
Re-mortgage Approval (same lender without additional borrowing)	£100.00	20%	£120.00
Re-mortgage Approval (same lender with additional borrowing)	£100.00	20%	£120.00
Re-mortgage Approval (change of lender without additional borrowing)	£100.00	20%	£120.00
Re-mortgage Approval (change of lender with additional borrowing)	£125.00	20%	£150.00
Transfer of Ownership: Joint to Sole or Sole to Joint	£100.00	20%	£120.00
Transfer of Ownership: Joint to Sole or Sole to Joint (including re-mortgage/additional borrowing)	£150.00	20%	£180.00
Lease Extension Admin - excluding any legal fees (100% Leaseholders & Shared Owners)	£300.00	20%	£360.00
Stair-casing Admin Fee	£240.00	n/a	£240.00
Deeds			
Deed of Variation	£150.00	20%	£180.00
Deed of Postponement	£100.00	20%	£120.00
Deed of Substituted Security	£60.00	20%	£72.00
Notices			
Receipt of Notice of Charge (only)	£75.00	20%	£90.00
Receipt of Notice of Transfer (only)	£75.00	20%	£90.00
Receipt of Notice of Transfer & Charge	£120.00	20%	£144.00
Receipt of Deed of Covenant	£100.00	20%	£120.00
Certificate of Compliance	£80.00	20%	£96.00
Provision of documents/Information			

Copy of Lease – Please be advised you can purchase direct from the Land Registry	£25.00	20%	£30.00
Insurance Policy (supply hard copy in post). Please note, this is available free of charge on the Southern Housing website)	£25.00	20%	£30.00
Insurance summary of cover (available free of charge on the Southern Housing website)	Free of charge	-	-
Copies of invoices requested within 6 months of reconciled year end account being issued – provided by post	£20.00	20%	£24.00
Making available invoices via secure temporary portal access	Free of charge	-	-
Making available facilities for inspection of invoices requested within 6 months of reconciled year end account. There is a £0.25 per sheet copying charge.	Free of charge	-	-
Copies of invoices requested more than 6 months after reconciled year end account issued provided via secure temporary portal access	£50.00	20%	£60.00
Making available facilities for inspection of documents on leaseholder request plus £0.25 per sheet copying charge.	£50.00	20%	£60.00
Leaseholder requests for consent/approvals/variations etc.			
Approval to Sublet	£116.67	20%	£140.00
Consent for Pet	£25.00	20%	£30.00
Approval for Minor Alterations simple shed / garden related requests.	£58.33	20%	£70.00
Approval for Alterations (simple changes)	£116.67	20%	£140.00
Approval for Alterations (complex changes) charged per hour (minimum one day (7 hours) charge)	£25.00 (per hr)	20%	£30.00
Visit to Inspect Improvement or Alteration (per hour)	£40.00 (per hr)	20%	£48.00
Requests for variations to lease (minimum one day charge £175 plus VAT)	£25.00 (per hr)	20%	£30.00
Requests for consent or approvals retrospectively as above plus a premium of 100%	+100% fees	-	-
Other requests - One day rate minimum (thereafter £25 per hour)	£175.00	20%	£210.00
Enforcement of covenants			
Where Southern Housing are requested to enforce covenants (i.e. action beyond initial contact and advice of alleged breach) against other leaseholder/s for suspected breaches which Southern Housing do not consider it reasonable or appropriate to pursue, Southern Housing will charge an hourly fee for any work associated to those making the request. Any costs for legal advice/work and any other costs or fees incurred must also be covered.	£25 (per hr) plus all other fees, costs and charges incurred		
Undertaking Tenant covenants (Stepping in)			

Where Southern Housing must step in to action a tenant covenant which is not performed, admin will be charged per hour (minimum half day charge), plus any costs, fees or other charges incurred.	£25.00 (per hr)	20%	£30.00
Where Southern Housing is requested to undertake a repair which is the leaseholder's responsibility, admin will be charged per hour (minimum half day charge), plus any costs, fees or other charges incurred.	£25.00 (per hr)	20%	£30.00
Meetings with Leaseholders (charges will only be made from 1 April 2023) Up to four meeting per year are included in management fee.			
Property Managers meetings with leaseholders after 6.00pm	£25.00 (per hr)	20%	£30.00
Leaseholder request to have senior officer (e.g. Head of Property Management)	£35.00 (per hr)	20%	£42.00
Leaseholder request to have senior officer (Director)	£50.00 (per hr)	20%	£60.00

Notes

These charges are applicable for work which is not covered by the management fee and/or do not relate strictly to the management of the property. Where provision in the lease provides for alternative charges for any of these services the fees provided for in the lease will prevail.