

Additional Administration Charges

Shared Ownership



Fee Calculation Methodologies:

Administration Charges: Calculated with reference to the broad market service offer and Housing Quality Network benchmarking data.

Resale Administration Charges: Calculated with reference to the broad market service offer and benchmarked against several registered providers.

We reserve the right to review and update these in accordance with standard industry practice and in any event on the Annual Rate Review Date (1st April).

Administrative Task	Fee
Resale fee (during nominations period)	1% of full market value plus VAT (unless otherwise reflected in the shared ownership lease) This service includes marketing on appropriate media, financial assessment and anti-money laundering checks of applicants, issuing Memorandum of Sale & sales progression. (Payable by the Leaseholder)
Resale fee (outside of nominations period)	£205 plus VAT (£246) (payable by the Leaseholder)
RICs valuation report (carried out by Royal Institute of Chartered Surveyors qualified surveyor)	Arranged & paid for by the leaseholder
Preparation of an FME1 or LPE1, legal pack & replies to enquiries before sale (flat & house)	£375 plus VAT (£450) (Payable by the Leaseholder)
Additional Enquiries (including those following issue of the management pack)	£100 plus VAT (£120) to answer a maximum of 10 additional questions (Payable by the Leaseholder)
Staircasing Administration	£205 plus VAT (£246) (payable by the Leaseholder)
Staircasing Administration 1% (applicable on 2021-2026 model lease only)	No charge
Re-mortgage or Transfer of Equity pack (including replies to enquiries & consent)	£205 plus VAT (£246) (Payable by the Leaseholder)

Application to Sublet (including reviewing the Tenancy Agreement & issuing consent)	£205 plus VAT (£246) (Payable by leaseholder)
Copy of Lease	£15 plus VAT (£18) (Payable by the Leaseholder)
Copy of Title Register	£10 plus VAT (£12) (Payable by the Leaseholder)
Lease Variation Administration	£190 plus VAT (£228) (Payable by the Leaseholder)
Landlord's legal costs for staircasing, resales, mortgage, and lease amendments	Payable by leaseholder if reflected in shared ownership lease.
Licences, Consents & Notices	
Pet Licence	£30 plus VAT (£36) (Payable by the Leaseholder)
Licence for Alterations	Scale fee for initial inspection of legal documents, desktop inspection and assessment with Client and any relevant party. To be assessed on a case by case basis. Any surveyor's fees, management fees and third party fees to be paid separately. Minimum starting fee of £205 plus VAT (£246) (Payable by the Leaseholder)
Retrospective Licence for Alterations	Including Retrospective Permission £450 plus VAT (£540) (Payable by the Leaseholder)
Licence to Assign	If the application is approved the final fee for completion of the Licence will be scaled according to nature and complexities of the work involved.
Notice of Transfer	£150 plus VAT (£180) (Payable by the Leaseholder)
Notice of Charge (where Charge is contemporaneous with the registration of a	£150 plus VAT (£180)

Transfer, only one fee for registration will be payable)	(Payable by the Leaseholder)
Certificate of Compliance (to satisfy a restriction on title - simple letter form)	£90 plus VAT (£108) (Payable by buyer or leaseholder for staircasing)
Deed of Covenant (preparing and provision of a Deed of Covenant in addition to the issue of Certificate of Compliance)	£150 plus VAT (£180) (Payable by leaseholder)
Debt Recovery – costs recharged to leaseholder	
Letter 1 – 14 Days	No Charge
Letter 2 – First Warning	£45 plus VAT (£54)
Letter 3 – Final Warning Referral of debt claim to external solicitors (preparation of debtors legal pack and letter to tenant advising matter referred)	£90 plus VAT (£108)
Tribunal/Court attendance Costs Hourly rates are set out below: -	
Director/Head of Team	£310 plus VAT (£372)
Senior Solicitor	£235 plus VAT (£282)
Assistant Solicitor/Legal Executive	£215 plus VAT (£258)
Trainee Solicitor/Paralegal	£190 plus VAT (£228)

V.2 20.08.2025