

Administration fees

Admin fees are charged by us to cover the costs incurred by us for managing your property. These may include the costs of arranging and administering service charge accounts, insurance, dealing with correspondence, consultation, general enquiries and managing contracts. These fees are allowable under the terms of your lease.

All inc. VAT

Leasehold questionnaire enquiries (LPE1) (including accompanying documents)	£120.00
Copy of the lease (if available)	£ 12.00
Notice of Assignment/Charge	£ 60.00
Certificate of Postponement	£ 36.00
Certificate of Exemption Disposal (S.156A Housing Act 1985)	£ 36.00
Copies of Accounts (up to 3 years)	£ 36.00
Permission to carry out alterations – minor	£ 60.00
Permission to carry out alterations – surveyor required	£120.00
Shared Ownership Resales Admin Fee	£180.00
Subletting permission (if applicable)	£ 60.00