

# Administration Charges

From January 2018

	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
New or replacement fob/key (+ cost of actual fob/key)	£10.00	£2.00	£12.00
<b>Where subletting is applicable (+ legal fees):</b>			
Subletting application	£110.00	£22.00	£132.00
Subletting registration	£110.00	£22.00	£132.00
Retrospective subletting application	£140.00	£28.00	£168.00
Retrospective subletting registration	£140.00	£28.00	£168.00
 Copy Lease (from Land Registry)	£30.00	£6.00	£36.00
Copy Title Plan (from Land Registry)	£50.00	£10.00	£60.00
Copy budget (last 3 years)	£30.00	£6.00	£36.00
Copy accounts (last 3 years)	£30.00	£6.00	£36.00
Insurance Schedule (full document)	£20.00	£4.00	£24.00
Copy of Fire Risk Assessment	£20.00	£4.00	£24.00
 Assessment of request for consent for:			
– minor alterations/improvement	£82.50	£16.50	£99.00
– complex alterations/improvement (+ surveyor fees)	£110.00	£22.00	£132.00
– keeping of pets	£30.00	£6.00	£36.00
Retrospective request for consent for alterations/improvements (+ surveyor fees)	£140.00	£28.00	£168.00
Retrospective request for consent for keeping of pets	£60.00	£12.00	£72.00
Retrieval of reclaimed goods	£50.00	£10.00	£60.00
 Resale Vendor fee	£189.00	£37.80	£226.80
Resale Purchaser fees:			
Leaseholder/Shared Owner with Deed of Covenant	£101.00	£20.20	£121.20
Shared Ownership repossession property	£101.00	£20.20	£121.20
Leaseholder/Shared Owner without Deed of Covenant	£46.00	£9.20	£55.20
Leaseholder with RHO solicitor representation required	£53.00	£10.60	£63.60
LSE property	£53.00	£10.60	£63.60
 Deed of Postponement	£60.00	£12.00	£72.00
Postponement of charge (RTB re-mortgage)	£60.00	£12.00	£72.00
Incorrect deed return fee	£11.00	£2.20	£13.20
Deed of Variation (+ legal fees)	£101.00	£20.20	£121.20
Re-mortgages/mortgage reference/approval of further advance	£46.00	£9.20	£55.20
Name change (joint to sole/sole to joint)	£46.00	£9.20	£55.20
Lease extension/enfranchisement (+ valuation & legal fees)	£189.00	£37.80	£226.80
 Scheme/Residents Association request termination/change of management contracts - per service contract managed	£120.00	£24.00	£144.00

**Additional meetings with Riverside Home Ownership staff available on request.**

These meetings will be tailored to an individual resident's requirements and an appropriate fee agreed accordingly.

**This list is not exhaustive. Unless specified otherwise within your lease, charges are subject to change.**

**Residents will be informed of the current charge for additional work or approval at the time of request. In most cases, the charge must be agreed and paid in advance.**