

## Administration Fees 2022/23



Fee Type	Fee (incl VAT)
Leasehold/Freehold Management Enquiries ( <i>LPE1 &amp; 2/FME1</i> )	£180
Additional Enquiries ( <i>further to LPE1 &amp; 2/FME1</i> ) 1 – 5 Questions	£36
Additional Enquiries ( <i>further to LPE1 &amp; 2/FME1</i> ) 6 – 10 Questions	£60
Additional Enquiries ( <i>further to LPE1 &amp; 2/FME1</i> ) 11+ Questions	£84
Processing/Receiving Notice of Transfer/Charge	£42
Processing Deed of Covenant	£60
Providing Certificate of Compliance	£60
Mortgage Consent	£60
Processing/Removal of Title Restriction	£120
Lease Extension administration fee (voluntary extensions only)	£300
Lease Extension administration fee (statutory route)	£420
Property Improvement/Alteration Consents (Major Alterations)	£60
Deed of Postponement	£120
Transfer of Equity application	£60
Providing a copy of the buildings insurance schedule NB Copies can be downloaded free of charge from our website	£20
Copy of documents (lease agreement, planning agreements etc.)	£20
Copy of Annual Service Charge Accounts/Budgets	£12
Resale Administration Fee (shared ownership)	1% of full market value*
Preparation and service of S146 notice/County Court Claim (arrears)	£60
Preparation and service of Notice of Seeking Possession	£60
ID/Anti-Money Laundering Checks	£12

*\*Unless otherwise stated in the lease.*

***Ocean Housing reserves the right to amend its administration fees from time to time.***