

Administration charges 2025/26

Homeownership fees

Fee Description	Fee
	All fees are inclusive of VAT at 20% unless otherwise stated.
Management pack (LPE's or FME's)	£250
Notice of Assignment/Transfer (Freehold)	£46
Legal fees for Lease Extension	<i>Fees vary depending on firm</i>
Legal fees for Lease Enfranchisement	<i>Fees vary depending on firm</i>
Lease extension administration fee	£385
Lease extension surveyor fee	<i>Fees vary depending on firm</i>
Certificate of Compliance	£88
Removal of title restrictions administration fee	£176
Removal of title restrictions	Premium plus legal fees
Deed of Postponement	£176
Deed of Covenant	£88
Consent to carry out works (freehold)	£88
Copy documents	£20

Shared ownership fees

Buying a new shared ownership property

Transaction	Detail	Fee	Payable by	Payable to
Reservation fee	A fee to reserve the property. Non-refundable after accepting the offer. This payment is refunded to buyers rent account on completion.	£250	Buyer	Ocean

Selling a shared ownership property

Transaction	Detail	Fee	Payable by	Payable to
Admin fee	Deposit to instruct and commit to resale, deducted from the full marketing or buyer assessment fee on completion. Non-refundable.	£300	Seller	Ocean

Transaction	Detail	Fee	Payable by	Payable to
Valuation fee	Open market RICS valuation (Royal Institute Chartered Surveyors) Seller to instruct and pay for valuation and provide Ocean with a copy of the report.	*£300>	Seller	Surveyor
Desktop valuation	Desk top valuation by a RICS in the event the full valuation expires.	*£90>	Seller	Surveyor
Ocean's legal fees	Our solicitor will charge fees in connection with the resale.	*£300>	Seller	Ocean's solicitor
Management pack (LPE's)	Completion of questionnaire and collation of documentation relating to the lease.	£250	Seller	Ocean
Full marketing fee	Full advertisement and marketing of property, buyer assessment and sales progression.	1.2% of the open market value + VAT less admin fee	Seller	Ocean
Buyer assessment fee	Payable in the event the seller chooses to sell their property via an Estate Agent. The seller will not have to pay the full marketing fee.	£600	Seller	Ocean
EPC	Selling a home in England and Wales requires an Energy Performance Certificate (New build homes have a 10-year EPC) Only required if expired.	*£50>	Seller	Surveyor
Rent & Service Charge arrears	Any arrears must be cleared before completion of the sale.	Refer to Ocean for outstanding charges payable.	Seller	Ocean

Staircasing

Transaction	Detail	Fee	Payable by	Payable to
Admin fee	Deposit to instruct and commit to staircasing, deducted from the nomination fee on completion. Non-refundable	£300	Tenant or Buyer	Ocean

Transaction	Detail	Fee	Payable by	Payable to
Valuation fee	Open market RICS valuation (Royal Institute Chartered Surveyors) Ocean to instruct and tenant pay for valuation.	*£300>	Tenant or Buyer	Surveyor
Desktop valuation	Desk top valuation by a RICS in the event the full valuation expires.	*£90>	Tenant or Buyer	Surveyor
Mortgage consent	Mortgage lenders require our consent in order to rely on protections given to them under the lease.	£66	Tenant or Buyer	Ocean
ID/Anti-Money Laundering Check	Customer due diligence to ensure legitimacy of funds.	£20	Tenant or Buyer	Ocean
Rent & Service Charge arrears	Any arrears must be cleared before completion of the sale.	Refer to Ocean for outstanding charges payable.	Tenant or Buyer	Ocean

Transfer of Equity & Remortgage

Transaction	Detail	Fee	Payable by	Payable to
Admin fee	Admin fee for assessing feasibility of Transfer of Equity, including affordability of remaining/additional tenant.	£132	Tenant	Ocean
Mortgage consent	Mortgage lenders require our consent in order to rely on protections given to them under the lease.	£66	Tenant	Ocean
Notice of Transfer	Formal notification of new legal ownership. Required under the lease.	£46	Tenant	Ocean
Notice of Charge	Formal notification of new legal charge(mortgage). Required under the lease.	£46	Tenant	Ocean
Certificate of Compliance	Confirmation to the Land Registry of full compliance with Title Restriction.	£88	Tenant	Ocean

Buying a shared ownership resale

Transaction	Detail	Fee	Payable by	Payable to
Reservation fee	A fee to reserve the property. Non-refundable after accepting the offer. This payment is refunded to your rent account on completion.	£250	Buyer	Ocean
Notice of Transfer	Formal notification of new legal ownership. Required under the lease.	£46	Buyer	Ocean's solicitor
Notice of Charge	Formal notification of new legal charge(mortgage). Required under the lease.	£46	Buyer	Ocean's solicitor
Certificate of Compliance	Confirmation to the Land Registry of full compliance with Title Restriction.	£88	Tenant	Ocean
ID/Anti-Money Laundering Check	Customer due diligence to ensure legitimacy of funds.	£20	Tenant or Buyer	Ocean

Property Alterations (shared ownership and leasehold)

Transaction	Detail	Fee	Payable by	Payable to
Admin fee	A fee to reserve the property. Non-refundable after accepting the offer. This payment is refunded to your rent account on completion.	£88	Tenant	Ocean
License to Alter	License to carry out alterations	£330	Tenant	Ocean
Surveyor fee	Inspection of alteration works (pre and post works)	£600	Tenant	Surveyor

Enforcement

Transaction	Detail	Fee	Payable by	Payable to
S.146 Notice admin fee	Where it is necessary to serve a notice of forfeiture under s.146 of the Law and Property Act 1925	£120	Tenant	Ocean

*Fees paid to third-party companies may vary. Fees stated above which are payable to a third part company are to be used as a guide only. Please ask us to confirm the fee or contact the relevant company to obtain a quote.

The fees and information contained in this document are correct as of 1 December 2025.