



Fee schedule

Redemption of Equity Loan

£125.00 + VAT

This applies when an equity loan is repaid. The fee will cover our administration costs and allow for our solicitors to release our legal charge by signing, sealing and returning the legal charge certificate (DS1 Form). The fee is payable on completion of the transaction. Homeowners are responsible for their own legal costs.

Purchasing further shares (Partial Staircasing) *(Outside of Staircasing promotion)*

£225.00 + VAT

The fee applies when a shared owner buys further shares in their home. The fee will cover our administrative costs, approving the mortgage offer and the costs of the Memorandum of Staircasing and updating our systems. The fee is payable on completion of the purchase. Homeowners are responsible for their own legal costs.

Purchasing remaining shares (Final Staircasing) *(Outside of Staircasing promotion)*

£225.00 + VAT

The fee applies when a shared owner buys the remaining shares in their home. The fee will cover our administrative costs, the Memorandum of Staircasing and the costs of producing, signing and sealing the Freehold Transfer. The fee is payable on completion of the purchase. Homeowners are responsible for their own legal costs.

Assignments

As detailed within the Shared Ownership lease

£ tbc + VAT

Please notify us on assignments@longhurst-group.org.uk if you wish to sell your shared ownership home. We will provide you with a Guide and all relevant information to help you sell your share. A fee is payable to us for our involvement in your sale. The amount of the fee is detailed within your Lease.

Assignment – Reasonable Fee

£450.00 + VAT

For leases which state a reasonable fee can be charged a minimum fee of the above will be charged. Additional fees may apply if permissions and further consents are required.

Leasehold Management Enquiries (LPE1)

£200.00 + VAT

Applicable to Right to Buy resales, leasehold schemes for the elderly and properties owned outright with ongoing RTB service charge/management fees. To provide a Management Pack (LPE1) and provide a copy of the audited annual accounts, service charge schedules, sinking fund balance, planned Section 20 works, planned works, fire risk assessments and asbestos surveys (if applicable).



Change of Ownership administration fee
(Including leasehold, S/O, RTB)

£200.00 + VAT

The cost is to cover the administrative fees involved in the transfer and change of ownership, including new owners forms, direct debits, providing completion figures, updating service charge/rent accounts on our system for vendor and purchaser and processing account refunds.

Deed of Covenants

£125.00 + VAT

For properties where the title requires the purchaser to enter into a Deed of Covenant, there's a charge to cover the costs of registering the Deed of Covenant and signing and sealing.

DS1 requests

Legal Fee: £150.00 + VAT

Admin Fee: £50.00 + VAT

Required to move expired RTB charges or expired restrictions from a Title Deed for properties sold outright.

Deed of Variation requests

£225.00 + VAT legal

For variations that are agreeable to us and sit outside a general sale where a fee is payable.

Right to Buy resale and outright sale with ongoing services

Admin fee: £75.00 + VAT

LG Solicitors fee: £150.00 + VAT

Administrative fee to cover our involvement and our solicitors' input in processing the Deed of Covenant and change in ownership/ongoing payment collections.

Copy of leases

£15.00 + VAT

Copy of legal documents/NHBC certificates

£15.00 + VAT

Copy of lease (from HM Land Registry)

£25.00 + VAT

Costs are applied for requests of copies of leases or any other documentation from property files or archives. Please be advised that we may not hold all of this information in-house and the fee applies for the administrative time involved in retrieving the information, photocopying relevant documents and postage. The fee is payable on request and prior to any documents being released.

Removal of leaseholder from mortgage/lease

£175.00 + VAT

This fee is payable when there's a change in circumstances, ie; marital breakdown etc and a request is made to remove a leaseholder from the mortgage/lease. The costs cover approval of the amended mortgage deed, assessment of financial information if deemed necessary and updating our systems.

Consent to remortgage/notice fee

£75.00 + VAT

A shared owner must receive our consent to change a mortgage. We must approve the mortgage offer and the fee is to cover the associated administrative costs. The fee is payable on receipt of the revised mortgage offer, prior to consent being issued in writing.



Consent to further remortgage/notice fee	£100.00 + VAT
<p>If a shared owner's home is funded by a mortgage, they must receive our consent if they wish to apply for a further advance on the mortgage. We'll only consent to further advances under certain circumstances, as set out in the lease agreement. We'll require details of the amount they're applying for and details confirming the reason for the further advance, in addition to a valuation of the property, which must be within three months of date in order for the case to be assessed. The fee is to cover our administrative costs associated with the request and is payable prior to consent being issued.</p>	
Complex lease/legal requirements	£ tbc
<i>(Dependant on request, please contact us as fee will vary)</i>	
<p>Fee for dealing with complex lease/legal requests ie, boundary disputes and lease variations not relating to a property sale.</p>	
Sub-letting requests	£100.00 + VAT
<p>For processing and providing approval. Sub-letting isn't permitted under the terms of the Shared Ownership lease and it's at our discretion, based on individual circumstances, whether approval will be given.</p>	
Lease extensions (admin fee)	£100.00 + VAT
Lease extensions (legal cost)	£ tbc
Lease variations	£ tbc
<i>(Dependant on request, please contact us as fee will vary)</i>	
Certificate of compliance	£50.00 + VAT
<i>(including property compliance and NHBC)</i>	
Breach of lease	£30.00 + VAT (from)
<i>(Including allegations and investigation and resolution)</i>	
Consent for pets	£25.00 + VAT
Home improvements request	£40.00 + VAT
<i>(Minor and up to five requests)</i>	
Home improvements request	£60.00 + VAT
<i>(Complex and up to five requests)</i>	
Retrospective consent	£100-£150.00 + VAT
<i>(Including sub-letting & and home improvements at our discretion)</i>	
Rent reference requests	£ tbc + VAT
Property/building insurance certificate request	FREE
<i>(Available to download from our website)</i>	

