

Administration charges

Services Charges:

A copy of a statement from a previous year	£20.00
A copy of Income & Expenditure account from previous year	£20.00
Arrears Final Reminder letter	£15.00
Returned Cheques	£25.00

Re-sales:

Information pack for solicitors	£100.00
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Re-mortgages:

Registration of re-mortgage	£30.00
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Consents:

To keep pets (flats only)	£25.00
Sub-letting	£50.00
Major Structural Alterations	£100.00
Minor Alterations	£25.00
Letter regarding default of above arrangements*	£25.00

Copies:

Lease (if held)	£35.00
Land Registry Office Copy	£20.00
Fire Risk Assessment	£35.00
Asbestos Survey Report, if applicable	£35.00

Legal Documents:

Signing/Sealing Legal documents	£40.00
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* Applies if leaseholder has undertaken any of the consents without prior approval of Landlord

Reasonableness of administration charges

Administration charges **must** be reasonable.

A leaseholder can apply to the Leasehold Valuation Tribunal to find out whether a charge for administration is fair and reasonable. The tribunal can also decide:

- how much the leaseholder has to pay
- the date on or by which they have to pay
- the way the administration charge must be paid

If you are a leaseholder and you have paid your service charges, you can still challenge them through a Leasehold Valuation Tribunal. In fact, you are strongly advised to continue payments, even if you wish to query them.