

# leasehold

administration charges - a guide for home owners



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homes 

If you'd like this 'Leasehold administration charges - A guide for home owners' in large print, Braille, audio format, or translated into another language, please call Flagship Response on **0845 601 3390**.

**POR** Se desejar obter este folheto 'Taxas de administração de contrato enfiteútico - um guia para proprietários de imóvel' em formato de impressão grande, Braille, áudio ou traduzido em outro idioma, por favor contacte a Flagship Response pelo nº **0845 601 3390**.

**POL** Jeśli pragną Państwo otrzymać niniejszą ulotkę 'Opłaty administracyjne z tytułu dzierżawy – przewodnik dla właścicieli domów' w formacie dużego druku, alfabetu Braille'a, nagrania audio lub przetłumaczoną na inny język, prosimy o telefon do Flagship Response pod numer **0845 601 3390**.

**RUS** Если вам нужен буклет 'Административные сборы при долгосрочной аренде – руководство для владельцев жилья' крупным шрифтом, шрифтом Брайля, в аудиоформате или в переводе на другой язык, пожалуйста, обращайтесь по горячей линии 'Flagship Response': **0845 601 3390**.

**LIT** Jei jūs norėtume gauti šį 'Nuomos administravimo mokesčiai – namų savininkų gidas' informaciją lapelį stambiu šriftu, Brailio raštu, garso įrašu ar išverstą į kitą kalbą, prašome paskambinti Flagship Response telefonu **0845 601 3390**.

# Leasehold administration charges

We're able to offer Shared Ownership homes because we receive some funding from the government. It is important that we protect that funding and so we ask for your assistance in the following scenarios when you will need to seek Flagship approval before you can go ahead.

- When you're looking to **re-mortgage**.
- When you'd like to **staircase** (buy extra shares).
- When you'd like to **re-sell** your home.
- When you're looking to **amend** leaseholder details.

To cover our administration overheads in providing these and other services we will ask you to pay the following related charges:

## Staircasing

£100+VAT

This fee will cover our administration costs while we agree the valuation, approve the mortgage offer and complete the memorandum of staircasing. If you'd like to staircase to full ownership and the freehold in your home is being transferred, this will also cover the cost of signing and sealing the transfer documents. The fee is payable alongside the valuation fee of £130 when submitting your staircasing application form.

## Assignment

£100+VAT

On completion of the resale the new purchaser will be required to pay an assignment fee to cover our cost of registering the transfer.

## Consent to re-mortgage

£100+VAT

If you wish to re-mortgage you must receive our consent. We'll need to approve the new mortgage offer to ensure it meets the necessary shared ownership criteria.

## Consent to amend leaseholders

£100+VAT

When you'd like to add or remove names on your shared ownership lease you'll require our consent. We'll need to carry out an affordability assessment to ensure the property remains affordable. The fee covers the administration costs associated with this.

## Consent to a further advance

£100+VAT

If you'd like to apply for a further advance on your mortgage you must receive our consent. We'll need details of what you'll be using the advance for, the amount you are applying for and confirmation of the value of your property so that we can consider your application and approve the mortgage offer. In certain circumstances as outlined in your lease our consent may be refused.

## Copy of lease

£50+VAT

If you request a copy of your lease, this fee covers the administration costs of applying for a copy and photocopying it for you. Alternatively, your solicitor or mortgage lender should hold a copy. Copies are also available through the Land Registry.

## Deed of covenants

£100+VAT

Where the title requires the freeholder to enter into a Deed of Covenant, a charge to cover the cost of registering the deed and signing and sealing, will be applied, where necessary.

## Leasehold and freehold enquiries

£100+VAT

When you decide to sell your home we are asked to provide information regarding the property to your solicitor. The administration charge for answering these questions is payable by the current leaseholder.

## Land Registry certificates

£100+VAT

For freehold properties where we have to consent to disposal, a certificate will be required by the Land Registry. This fee covers the preparation and signing of the certificate.

## Re-sale

£100+VAT

This fee will cover our administration costs while we organise the valuation, assess all applicants' affordability and eligibility and approve the mortgage offer. The fee is payable alongside the valuation fee of £130 when submitting your re-sale application form. This fee will be refunded should the property be sold by Flagship Homes.

## Improvements to your home

Under the terms of your lease, you must ask for permission before you make any improvements to your home. Please call Flagship Response on **0845 601 3390** for further assistance.

## When are these charges payable?

In general payment is due when you request one of these services. If for any reason the costs are going to be higher than stated in this leaflet, we will let you know before we process your request any further.

## How to pay?

You should make your cheque payable to your Landlord :  
Peddars Way Housing Association / Suffolk Heritage Housing Association / Kings' Forest Housing and send it to:

**Flagship Homes**  
**Keswick Hall**  
**Keswick**  
**Norwich NR4 6TJ**

Please put your name and address on the back of the cheque with a covering note explaining what the payment is for.

Alternatively, you may pay by debit/credit card by phoning Flagship Homes on **01603 255444**.

We will process your enquiry as soon as we receive your payment.

# How to contact us

## Flagship Homes Sales Team

Keswick Hall, Keswick, Norwich, Norfolk NR4 6TJ

Telephone: **01603 255444**

Fax: 01603 255450

E-mail: [sales@flagship-homes.co.uk](mailto:sales@flagship-homes.co.uk)

Web: [flagship-homes.co.uk](http://flagship-homes.co.uk)

Our sales team  
is available to  
assist you:

Monday to Friday 9.00am to 5.00pm



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