

Housing Services
Schedule of Fees and Charges for 2017/2018

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Charge	% Increase	
			£	£		
Housing Revenue Account						
Supervision and Management Special						
1	Guest Rooms - E P Units - Single	Per Night	OS	15.00	16.00	6.7% } }
2	Guest Rooms - E P Units - Double	Per Night	OS	20.00	21.00	5.0% } }
3	Community Rooms - Residents	Session	OE	15.00	16.00	6.7% }) Sessions 10am - 1pm }) 2pm - 5pm
4	Community Rooms - Non Resident	Session	OE	33.00	34.00	3.0% }) 7pm - 10pm
Leaseholder Charges						
The following charges replace the flat rate charge currently in place						
5	Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation.	Annual	OO	25.00	26.00	4.0%
6	Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable	Annual	OO	22.50	23.50	4.4% No ground rent payable
7	Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable	Annual	OO	25.00	26.00	4.0% Ground Rent payable
8	Service charge invoicing and supporting documentation non-shared ownership.	Quarterly	OO	2.50	2.50	0.0% Only if repairs/maintenance during quarter
9	Service charge invoicing and supporting documentation non-shared ownership.	Annual	OO	10.00	11.00	10.0% Only if repairs/maintenance during year
10	Service charge invoicing and supporting documentation shared ownership.		OO	25.00	26.00	4.0%
11	Consent to alter		OS	55.00	56.00	1.8%
12	Retrospective/ Complex consent to alter		OS	75.00	76.00	1.3%
13	Consent to underlet		OS	30.00	31.00	3.3%
14	Consent to keep pets		OS	30.00	31.00	3.3%

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15	Letter to lenders and other third parties	OS	25.00	26.00	4.0%
16	Reminder in relation to arrears with full printout of account	OE	25.00	26.00	4.0%
17	Section 20 management	OE	35.00	36.00	2.9%
18	Obtaining Land Registry document as requested by leaseholder	OS	10.00	11.00	10.0% Plus Land Registry cost
19	Provision of duplicate invoices	OS	2.50	2.50	0.0%
20	Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free	OS	5.50	5.50	0.0%
21	Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments	OE	2.50	2.50	0.0%
22	Leasehold enquiry responses	OS	234.00	235.00	0.4%
23	Leasehold (with sinking fund) enquiry responses	OS	246.00	247.00	0.4%
24	Preliminary telephone advice for non-complex issues relating to your leasehold property		FREE	FREE	
25	Changing leaseholder records, leaseholder responsible for advising changes in writing		FREE	FREE	