

**Housing Services**  
**Schedule of Fees and Charges for 2021/2022**

Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
		£	£	

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	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase
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<b>Housing Revenue Account</b>					
<b>Supervision and Management Special</b>					
Guest Rooms - E P Units - Single	Per Night	OS	17.90	<b>17.99</b>	0.5%
Guest Rooms - E P Units - Double	Per Night	OS	23.00	<b>23.12</b>	0.5%
Community Rooms - Residents	Session	OE	21.00	<b>21.11</b>	0.5%
Community Rooms - Non Resident	Session	OE	36.80	<b>36.98</b>	0.5%
<b>Leaseholder Charges</b>				<b>75,000.00</b>	
<b>The following charges replace the flat rate charge currently in place</b>					
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	28.60	<b>28.74</b>	0.5%
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	25.50	<b>25.63</b>	0.5%
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	28.60	<b>28.74</b>	0.5%
Service charge invoicing and supporting documentation non-shared ownership.					
	Quarterly	OO	3.90	<b>3.92</b>	0.5%
Service charge invoicing and supporting documentation non-shared ownership.					
	Annual	OO	12.80	<b>12.86</b>	0.5%
Service charge invoicing and supporting documentation shared ownership.					
		OO	28.60	<b>28.74</b>	0.5%
Consent to alter		OS	59.20	<b>59.50</b>	0.5%
Retrospective/ Complex consent to alter		OS	81.60	<b>82.01</b>	0.5%
Consent to underlet		OS	33.70	<b>33.87</b>	0.5%
Consent to keep pets		OS	33.70	<b>33.87</b>	0.5%

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Letter to lenders and other third parties		OS	£ 28.60	£ 28.74	0.5%
Reminder in relation to arrears with full printout of account		OE	28.60	28.74	0.5%
Section 20 management		OE	38.80	38.99	0.5%
				12.56	0.5% Plus Land Registry Charge
Obtaining Land Registry document as requested by leaseholder		OS	12.50		
Provision of duplicate invoices		OS	3.40	3.42	0.6%
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS	6.70	6.73	0.4%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE	3.40	3.42	0.6%
Leasehold enquiry responses		OS	249.90	251.15	0.5%
Leasehold (with sinking fund) enquiry responses		OS	260.10	261.40	0.5%
Preliminary telephone advice for non-complex issues relating to your leasehold property			FREE	FREE	
Changing leaseholder records, leaseholder responsible for advising changes in writing			FREE	FREE	