

**Annexe 2**

**Housing Revenue Account  
Schedule of Fees and Charges for 2022/2023**

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

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	Unit of Charge	VAT Indicator	Existing Charge £	Proposed Charge £	% Increase
<b>Housing Revenue Account</b>					
<b>Supervision and Management Special</b>					
Guest Rooms - E P Units - Single	Per Night	OS	17.90	<b>18.30</b>	5.0%
Guest Rooms - E P Units - Double	Per Night	OS	23.12	<b>23.60</b>	5.0%
Community Rooms - Residents	Session	OE	21.11	<b>21.60</b>	5.0%
Community Rooms - Non Resident	Session	OE	36.80	<b>37.60</b>	5.0%
<b>Leaseholder Charges</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	28.74	<b>29.40</b>	5.0%
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	25.63	<b>26.20</b>	5.0%
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	28.74	<b>29.40</b>	5.0%
Service charge invoicing and supporting documentation non-shared ownership.	Quarterly	OO	3.92	<b>4.00</b>	5.0%
Service charge invoicing and supporting documentation non-shared ownership.	Annual	OO	12.86	<b>13.20</b>	5.0%
Service charge invoicing and supporting documentation shared ownership.		OO	28.74	<b>29.40</b>	5.0%
Consent to alter		OS	59.50	<b>60.70</b>	5.0%
Retrospective/ Complex consent to alter		OS	82.01	<b>83.70</b>	5.0%
Consent to underlet		OS	33.87	<b>34.60</b>	5.0%
Consent to keep pets		OS	33.87	<b>34.60</b>	5.0%

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Letter to lenders and other third parties		OS	28.74	<b>29.40</b>	5.0%
Reminder in relation to arrears with full printout of account		OE	28.74	<b>29.40</b>	5.0%
Section 20 management		OE	38.99	<b>39.80</b>	5.0%
Obtaining Land Registry document as requested by leaseholder		OS	12.56	<b>12.90</b> Plus Land Registry cost	5.0%
Provision of duplicate invoices		OS	3.42	<b>3.50</b>	5.0%
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS	6.73	<b>6.90</b>	5.0%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE	3.42	<b>3.50</b>	5.0%
Leasehold enquiry responses		OS	251.15	<b>256.20</b>	5.0%
Leasehold (with sinking fund) enquiry responses		OS	261.40	<b>266.70</b>	5.0%
Preliminary telephone advice for non-complex issues relating to your leasehold property			<b>FREE</b>	<b>FREE</b>	
Changing leaseholder records, leaseholder responsible for advising changes in writing			<b>FREE</b>	<b>FREE</b>	