

Annexe 2

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

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

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			£	£	
Letter to lenders and other third parties		OS	28.74	29.40	5.0%
Reminder in relation to arrears with full printout of account		OE	28.74	29.40	5.0%
Section 20 management		OE	38.99	39.80	5.0%
Obtaining Land Registry document as requested by leaseholder		OS	12.56	12.90 Plus Land Registry cost	5.0%
Provision of duplicate invoices		OS	3.42	3.50	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	6.90	5.0%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE	3.42	3.50	5.0%
Leasehold enquiry responses		OS	251.15	256.20	5.0%
Leasehold (with sinking fund) enquiry responses		OS	261.40	266.70	5.0%
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	