

Housing Services

Schedule of Fees and Charges for 2023/2024

Housing Revenue Account

Supervision and Management Special

Guest Rooms - E P Units - Single	Per Night	OS	18.30	19.95	9.0%
Guest Rooms - E P Units - Double	Per Night	OS	23.60	25.70	8.9%
Community Rooms - Residents	Session	OE	21.60	23.50	8.8%
Community Rooms - Non Resident	Session	OE	37.60	41.00	9.0%

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	29.40	32.05	9.0%
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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	26.10	28.45	9.0%
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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	29.20	31.85	9.1%
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Service charge invoicing and supporting documentation non-shared ownership.

Quarterly	OO	4.00	4.35	8.7%
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Service charge invoicing and supporting documentation non-shared ownership.

Annual	OO	13.20	14.40	9.1%
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Service charge invoicing and supporting documentation shared ownership.

OO	29.40	32.05	9.0%
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Consent to alter

OS	60.70	66.15	9.0%
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Retrospective/ Complex consent to alter

OS	83.70	91.20	9.0%
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Consent to underlet

OS	34.60	37.70	9.0%
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Consent to keep pets

OS	34.60	37.70	9.0%
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Letter to lenders and other third parties	OS	29.40	32.05	9.0%
Reminder in relation to arrears with full printout of account	OE	29.40	32.05	9.0%
Section 20 management	OE	39.80	43.40	9.0%
Obtaining Land Registry document as requested by leaseholder	OS	12.90	14.05	8.9%
Provision of duplicate invoices	OS	3.50	3.80	8.6%
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free	OS	6.90	7.50	8.7%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments	OE	3.50	3.80	8.6%
Leasehold enquiry responses	OS	256.20	279.25	9.0%
Leasehold (with sinking fund) enquiry responses	OS	266.70	290.70	9.0%
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	