

**Housing Revenue Account**  
**Schedule of Fees and Charges for 2024/2025**

Housing Revenue Account	Units of charge	VAT Indicator	Existing Charge	Proposed Charge	% Increase	24/25 Budget	Proposal Additional Yield
<b>Supervision and Management Special</b>							
Guest Rooms - E P Units - Single	Per Night	OS	19.95	<b>20.80</b>	4.3%	4,780	206
Guest Rooms - E P Units - Double	Per Night	OS	25.70	<b>26.80</b>	4.3%		
Community Rooms - Residents	Session	OE	23.50	<b>24.50</b>	4.3%		
Community Rooms - Non Resident	Session	OE	41.00	<b>42.80</b>	4.4%		
<b>Leaseholder Charges</b>							
<b>The following charges replace the flat rate charge currently in place</b>						105,090	4,309
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	32.05	<b>33.50</b>	4.5%		
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	28.45	<b>29.70</b>	4.4%		
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	31.85	<b>33.20</b>	4.2%		
Service charge invoicing and supporting documentation non-shared ownership.	Quarterly	OO	4.35	<b>4.50</b>	3.4%		

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Service charge invoicing and supporting documentation non-shared ownership.	Annual	OO	14.40	<b>15.00</b>	4.2%
Service charge invoicing and supporting documentation shared ownership.		OO	32.05	<b>33.50</b>	4.5%
Consent to alter		OS	66.15	<b>69.00</b>	4.3%
Retrospective/ Complex consent to alter		OS	91.20	<b>95.30</b>	4.5%
Consent to underlet		OS	37.70	<b>39.40</b>	4.5%
Consent to keep pets		OS	37.70	<b>39.40</b>	4.5%
Letter to lenders and other third parties		OS	32.05	<b>33.50</b>	4.5%
Reminder in relation to arrears with full printout of account		OE	32.05	<b>33.50</b>	4.5%
Section 20 management		OE	43.40	<b>45.30</b>	4.4%
Obtaining Land Registry document as requested by leaseholder		OS	14.05	<b>14.60</b>	3.9% Plus Land Registry cost

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Provision of duplicate invoices	OS	3.80	<b>3.90</b>	2.6%
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free	OS	7.50	<b>7.80</b>	4.0%
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments	OE	3.80	<b>3.90</b>	2.6%
Leasehold enquiry responses	OS	279.25	<b>291.70</b>	4.5%
Leasehold (with sinking fund) enquiry responses	OS	290.70	<b>303.50</b>	4.4%
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>	