

Housing Services
Schedule of Fees and Charges for 2016/2017

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
Housing Revenue Account					
Supervision and Management Special					
8	Guest Rooms - E P Units - Single	Per Night	OS	15.00	15.00 } }
9	Guest Rooms - E P Units - Double	Per Night	OS	20.00	20.00 } }
10	Community Rooms - Residents	Session	OE	15.00	15.00 }) Sessions 10am - 1pm }
11	Community Rooms - Non Resident	Session	OE	33.00	33.00 }) 2pm - 5pm }) 7pm - 10pm
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	25.00	25.00	
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	22.50	22.50	No ground rent payable
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	25.00	25.00	Ground Rent payable
Service charge invoicing and supporting documentation non-shared ownership.					
	Quarterly	OO	2.50	2.50	Only if repairs/maintenance during quarter
Service charge invoicing and supporting documentation non-shared ownership.					
	Annual	OO	10.00	10.00	Only if repairs/maintenance during year
Service charge invoicing and supporting documentation shared ownership.					
		OO	25.00	25.00	
Consent to alter					
		OS	55.00	55.00	
Retrospective/ Complex consent to alter					
		OS	75.00	75.00	
Consent to underlet					
		OS	30.00	30.00	
Consent to keep pets					
		OS	30.00	30.00	
Letter to lenders and other third parties					
		OS	25.00	25.00	

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Reminder in relation to arrears with full printout of account		OE	25.00	25.00
Section 20 management		OE	35.00	35.00
Obtaining Land Registry document as requested by leaseholder		OS	10.00	10.00 Plus Land Registry cost
Provision of duplicate invoices		OS	2.50	2.50
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS	5.50	5.50
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE	2.50	2.50
Leasehold enquiry responses		OS	New Charge	234.00
Leasehold (with sink fund) enquiry responses		OS	New Charge	246.00
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