

Administration Fees

An Administration Fee is an amount payable for a one off service or transaction that is provided solely in relation to an individual, or their property, and is not covered by any aspect of the annual Service Charge.

Fees are calculated based on the time and resource required to provide the service or to process the transaction.

Fees are usually payable in advance.

Service / Transaction	Fee (excluding VAT)	Fee (inc. VAT)	Note
Copy of Lease	£30	£36	Your solicitor should provide you with a copy of your lease. You can also download a copy from HM Land Registry for a small fee. If you prefer that we provide you with a copy, then this fee will apply.
Copy of full Buildings Insurance Policy	£45	£54	The summary of cover is available to download for free from our website and is usually sufficient in most cases. Should you require a copy of the full Policy then this fee will apply.
Copy of Service Charge Accounts / Estimate	£45	£54	We send you the service charge estimates and accounts each year. The fee is payable if you request an additional copy.
Supporting Documents (copies of invoices)	£135 + £1 per invoice	£162 + £1.20 per invoice	This fee is for the provision of supporting documents to service charge accounts where requested under ss21 & 22 Landlord and Tenant Act 1985
Additional copies of correspondence	£45	£54	This fee is a charge for reproduction of letters or notices already issued.

Management Questionnaire (LPE1)	£210	£252	<p>When a property is being sold the seller will be required to provide information in relation to the lease.</p> <p>This fee is the cost of providing the relevant information to the sellers solicitor.</p>
Remortgage Fee (including Notice of Charge)	£90	£108	<p>In some instances landlord approval will be required for remortgage.</p> <p>This fee is the cost of considering and approving the remortgage.</p>
Approval of Further Advance (including Notice of Charge)	£90	£108	<p>In some instances landlord approval will be required for further lending.</p> <p>This fee is the cost of considering and approving the loan.</p>
Notice of Charge	£75	£90	<p>Where a property is sold with a new mortgage.</p> <p>This fee is the cost of receiving, administering and recording the new information.</p>
Notice of Transfer	£75	£90	<p>Some leases require a Notice of Transfer be issued when a property is sold.</p> <p>This fee is the cost of receiving, administering and recording the new information.</p>
Notice of Assignment	£75	£90	<p>Some leases require a Notice of Assignment be issued when a property is sold.</p> <p>This fee is the cost of receiving, administering</p>

			and recording the new information.
Certificate of Compliance	£75	£90	<p>A Certificate of Compliance may be required to confirm that a sale complies with the requirements of the lease. This may be in respect of a Right to Buy/Acquire discount repayment or a Right to First Refusal.</p> <p>This fee is the cost of checking and administering compliance and issuing the certificate.</p>
Deed of Postponement	£75	£90	<p>In some cases PPHT may agree to the postponement of their charge in favour of another charge.</p> <p>This is usually in respect of a mortgage on the property.</p> <p>This fee is for the consideration and administration of the Deed.</p>
Deed of Covenant	£75	£90	<p>Some leases require a Deed of Covenant be issued when a property is sold.</p> <p>This fee is the cost of receiving, administering and recording the new information.</p>
Permission / Consent Letter	£75	£90	<p>Some leases require that the leaseholder gain consent in certain circumstances, such as making alterations or keeping a pet.</p> <p>This fee is the cost of the consideration and</p>

			administration of the request and is payable whether the request is permitted or declined.
Retrospective Consent Letter	£90	£108	<p>Where a leaseholder has historically failed to gain the required consent, retrospective consent will be considered.</p> <p>This fee is the cost of the consideration and administration of the request and is payable whether the request is permitted or declined.</p>
Permission / Consent Letter Surveyor Visit	£165	£198	Where a visit is required from a PPHT Surveyor to inspect and assess the issue, a higher fee is payable.
Retrospective Consent for alterations with Surveyor Visit	£195	£234	<p>Where a leaseholder has historically failed to gain the required consent for alterations, retrospective consent will be considered.</p> <p>A visit from a PPHT Surveyor will be required to inspect and assess the alterations</p>
Licence to Alter	£240 + Legal Fees	£288 + Legal Fees	<p>Some alterations may require a licence be issued and registered with Land Registry.</p> <p>This is the fee for administering the requirements of the licence.</p> <p>Additional legal fees will also be payable.</p>
Subletting approval and registration	£120	£144	Some leases require the leaseholder to gain approval and to register any sub-letting.

			This fee is for the consideration and registration of the sub-let.
Staircasing (5% and above)*	£240	£288	A fee for the administration involved where Shared Owners purchase further shares in their property. There is no fee for annual 1% staircasing (NB 1% staircasing is not applicable to all shared owners)
Shared Ownership Resale (no nomination)*	£300	£360	A fee for the administration involved where Shared Owners sell their property and where PPHT has not nominated a purchaser.
Shared Ownership Resale (including nomination)*	Cost specific to lease	Cost specific to lease	A fee for the administration involved where Shared Owners sell their property and where PPHT has nominated a purchaser. The lease will set out the permitted fee.
Breach of Lease Notice	£90	£108	The cost of serving a notice or formal letter where a leaseholder is in breach of one of more of the covenants of their lease. The charge will be added to the payment account. Any further legal costs incurred in pursuing a remedy to the breach of lease will also be charged.
Arrears Letter	£60	£72	If a leaseholder is in arrears and has not made contact after two letters have been sent, a

			<p>charge will be made when the third letter is sent.</p> <p>This fee covers the additional administration involved in chasing the debt and issuing the letters.</p>
Issue s146 Notice of Forfeiture	£180	£216	<p>Where a leaseholder is in breach of their lease, PPHT may issue a s146 Notice of Forfeiture.</p> <p>This fee covers the administration costs involved.</p> <p>Any further legal costs incurred in pursuing a remedy to the breach of lease will also be charged.</p>
Major Works Management Fee**	£720	£864	<p>Where PPHT has carried out major works to the scheme or the block.</p> <p>This fee covers the cost of administering the works, including consulting with customers, specifying, appointing, monitoring and paying for the works.</p>
Lease Extension	£240 + Legal Fees	£288 + Legal Fees	<p>Leaseholders may be entitled to apply for an extension to the number of years remaining on the lease.</p> <p>The fee is for the administration of the request.</p> <p>Additional legal fees will be payable along with the premium for the lease extension.</p>

Deed of Variation	£240 + Legal Fees	£288 + Legal Fees	<p>PPHT may agree to a variation of the lease in certain circumstances.</p> <p>The fee is for the administration of the request.</p> <p>Additional legal fees will be payable along with the premium for the lease extension.</p>
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*fees specific to Shared Owners

**cost is for full scheme / block

Summary of Tenants' rights and obligations Schedule of Fees and Charges

1. This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges. Unless a summary is sent to you with a demand, you may withhold the administration charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.

2. An administration charge is an amount which may be payable by you as part of or in addition to the rent directly or indirectly:-

- For or in connection with the grant of an approval under your lease, or an application for such approval;
- For or in connection with the provision of information or documents; or
- In respect of your failure to make any payment due under your lease; or
- In connection with a breach of a covenant or condition of your lease.
- If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable.

3. Any provision contained in a grant of a lease under the right to buy under the Housing Act 1985, which claims to allow the landlord to charge a sum for the consent or approval, is void

4. You have the right to ask a First Tier Tribunal whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine:-

- Who should pay the administration charge and who it should be paid to
- The amount
- The date it should be paid by; and
- How it should be paid

However, you do not have this right where:-

- A matter has been agreed to or admitted by you;
- A matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to arbitration after the disagreement about the administration charges arose; or,
- A matter has been decided by a court

5. You have the right to apply to a First Tier Tribunal for an order varying the lease on the grounds that any administration charge specified in the lease, or any formula specified in the lease for calculating an administration charge is unreasonable

6. Where you seek a determination or order from a First Tier Tribunal, you will have to pay an application fee and, where the matter proceeds to a hearing, a hearing fee, unless you qualify for a waiver or reduction. The total fees payable to the tribunal will not exceed £500, but making an application may incur additional costs, such as professional fees, which you may have to pay.

A First Tier Tribunal has the power to award costs, not exceeding £500, against a party to any proceedings where:-

- It dismisses a matter because it is frivolous, vexatious or an abuse of process; or
- It considers that a party has acted frivolously, vexatiously, abusively, disruptively or unreasonably

The upper tribunal has similar powers when hearing an appeal against a decision of a leasehold valuation tribunal.

7. Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.