



**Alliance**  
homes

**LEASEHOLD  
FEES & CHARGES**  
2021/2022



# Understanding: Fees & Charges

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**As a Leaseholder of Alliance Homes you may from time to time find the need to access information, seek permission to carry out work on your home, or, in the worst case scenario, you may fall in to arrears with your rent, service charges, or both.**

**This document provides a summary of the fees and charges associated with the time and work required to process and provide the information required.**

The following category of information is available;

## **1. Selling & Staircasing**

If you decide to sell your home, your buyers solicitor and lender will require a significant amount of information from us which forms part of our Sales Pack. This includes details such as; buildings insurance information, a breakdown of service charges paid/owed, along with the value of any sinking fund built up (if applicable).

If you are able to buy additional shares in your property (known as staircasing) there are costs you will need to consider, which are detailed below.

## **2. Permissions**

Under the terms of your lease you will be required to seek permission to undertake various works or improvements within your home. We advise you check your lease and ensure you seek permissions where required.

## **3. Notices**

These are normally documents which are required to legally amend or update the terms of your ownership.

## **4. Copy Documents**

We understand documents can be lost or get damaged. When this occurs we can arrange for copies to be sent to you. In most cases, we can send you the document digitally by email. However, on some occasions, there may be a need to send it in writing through the post.

## **5. Arrears**

We hope this is not an area that you will need to pay too much attention too, however, should you fall in to arrears, it requires us to follow a number of set processes, which takes up time and incurs costs.



# 1. Selling & Staircasing:



## 1.(a) Sales Pack

When the time comes to sell your property, your buyers solicitor and mortgage provider will require evidence to satisfy themselves that everything is in order, some of which we will provide (as summarised below)

- |                                             |                                                                         |         |
|---------------------------------------------|-------------------------------------------------------------------------|---------|
| 1. Response to Enquiries                    | 6. Summary of Annual Meeting                                            |         |
| 2. Buildings Insurance Schedule             | 7. Fire Risk Assessment                                                 |         |
| 3. Insurance Summary of Cover               | 8. Completion Statement of Accounts for Service Charges and Major Works |         |
| 4. Service Charge Estimate for Current Year |                                                                         |         |
| 5. Three Years Annual Certificates          |                                                                         | £252.00 |



## 1.(b) Requests for additional information

Your solicitor or other third parties may require additional information from us. In these cases we charge for the additional work at a set hourly rate (a minimum of 1 hour charged)

£54.00 per hour



## 1.(c) Relating to selling your shared ownership home

- |                                                                                                                |                     |
|----------------------------------------------------------------------------------------------------------------|---------------------|
| 1. Sales Fee; only payable when we find you a buyer within the nomination period                               | Refer to your lease |
| 2. Admin Fee; only payable if you sell through someone other than Alliance Homes outside the nomination period | £250.00             |
| 3. Our legal fees; to process the transaction                                                                  | £420.00             |
| 4. Photography fees; only payable if you require us to take photos of your home                                | £99.00              |



## 1.(d) Fees linked to buying more shares in your shared ownership home (known as staircasing)

- |                                                                                                                             |         |
|-----------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Admin Fee                                                                                                                | £250.00 |
| 2. When you staircase to 100% there is a fee for drafting the transfer of the Freehold by our solicitors (where applicable) | £300.00 |

# 2. Permissions:



## 2.(a) As a Leaseholder you are required to gain permission for any major and some minor improvements to your home, to sub-let (where permitted) and to keep pets (see your lease)

- |                                                  |         |
|--------------------------------------------------|---------|
| 1. Approval to sub-let                           | £30.00  |
| 2. Permission letter                             | £42.00  |
| 3. Permission letter which includes a site visit | £120.00 |
| 4. Lease Extension*                              | £120.00 |

\* You will also be responsible for legal costs and a valuation survey report fee



### 3. Notices:



#### 3.(a) Fees linked to legal documents relating to proof of ownership

1. Notice of Transfer/Assignment	£60.00
2. Notice of Charge/Change of Lender	£30.00
3. Postponement of Charge	£180.00

### 4. Copy Documents:



#### 4.(a) At times we can all misplace, lose or damage important documents. If this happens we may be able to provide copies as per the schedule below

1. Buildings Insurance Certificate	£24.00
2. Service Charge Estimate	£24.00
3. Service Charge Annual Certificate	£24.00
4. Digital Lease (emailed)	£42.00
5. Printed Lease (printed & posted)	£60.00

### 5. Arrears:



#### 5.(a) If you find yourself falling in to arrears there are set processes we MUST follow which will result in the charges below (where applicable)

1. Escalation letter (triggered on the 3rd letter/contact within your service charge year)	£54.00
2. Additional letters (these are in addition to 5.(a).1)	£18.00
3. Applications for a County Court Judgment (CCJ)	As set by the relevant Court
3.a Our admin costs relating to the Court application (based on a hourly rate)	£54.00 p.h.

Call us: **03000 120 120**

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: **sales@alliancehomes.org.uk**

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