



Alliance
homes

Leasehold fees & charges



Understanding: Fees & Charges

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.	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
4.	Service Charge Estimate for Current Year		Service Charges and Major Works
5.	Three Years Annual Certificates		
			£252.00

1.(b) Requests for additional information

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

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

- 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)**

- * 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.

03000 120 120
leaseholdteam@alliancehomes.org.uk
sales@alliancehomes.org.uk
alliancehomes.org.uk
40 Martingale Way, Portishead, BS20 7AW

 @alliance_homes
 @alliancehomesgroup
 alliancehomesgroup