



SW9 COMMUNITY HOUSING LEASEHOLD FEES AND PAYMENTS

Please note there is a 10-working day standard response time to all queries. You can contact the Leasehold team on leasehold.enquiries@sw9.org.uk or visit our website at www.sw9.org.uk for more information.

OUR FEES

- If SW9 Community Housing is the managing agent, please note that our Sales Management Pack/Solicitors Enquires etc. = £240.00 + VAT. **This charge may not be applicable if there is a managing agent, as their fees may differ.**
- Further queries following issue of Sales Management Pack.
 - (1-3 queries = £40.00 + VAT)
 - (4-6 queries = £80.00 + VAT)
 - (7-10 queries = £120 + VAT)

For payment of **Sales Management Pack/Solicitors Enquires only**, please pay by BACs to the acct:
HSBC Bank
Account Name: **SW9 Community Housing**
Account Number: **32193566**
Sort Code: **40-04-09**
Reference: **First line of address**

Please note that due to the number of transactions we receive it can take some time for our payment to show up in our accounts. Please send a screenshot of your payment receipt.

In order for us to process your request for a Notice, please check the statement of accounts provided and arrange for any arrears to be cleared if any.

For payment of **Ground Rent and Service Charges only**, please pay by BACs to the acct:
Account name **SW9 Community Housing Rent Account**
Sort code **40-04-09**
Account number – **92197952**
Ground rent payment ref – **This can be found on the Ground Rent statement**
Service charge payment ref – **This can be found on the Service Charge Statement**

Please note that due to the number of transactions we receive it can take some time for our payment to show up in our accounts. Please send a screenshot of your payment receipt.

Please note if any of the below is required this will need to be requested from Sovereign Network Homes (Notices@sng.org.uk) and may delay in response time.

- Notice of Transfer & Charge = £80.00 + VAT
- Notice of Transfer = £40.00 + VAT
- Notice of Mortgage =£40.00 + VAT
- Certificate of Compliance = £40.00 + VAT – This will be provided once the Notice is executed. Please provide title deed and relevant sections of the lease that you want complied with.
- Deed of Covenant = £210 + VAT

Please note if any of the below is required this will need to be requested from Network Homes (Leasehold.Services@sng.org.uk) and may delay in response times.

- Re-mortgage queries or Buy-To-Let = £120 + VAT (basic queries), £200.00 + VAT (more in-depth queries, i.e., copies of Section 20s, Major works etc.)
- Copy of Lease = £30.00 + VAT.
- Pet Request = £20.00 + VAT (If Freeholder is Sovereign Network Homes)
- Alterations request administrative fee = £100.00 + VAT
- Lease extension administrative fee = £130.00 + VAT
- Equity Redemption administrative fee = £130.00 + VAT
- Subletting Registration = £100 + VAT
- Lodgers Registration Fee = £20.00 + VAT

LEGAL FEES FOR THE FOLLOWING SERVICES

- Deed of Covenant = £175.00 + VAT
- Lease Extensions (Legal Fees) = £750 + VAT
- Deed of Variation for Leases (Draft and Approve) = £750 + VAT
- Deed of Variation for Leases (Review and advise) & (HCA standard pre-emption removal) = £500 + VAT
- Licence to Assign = £250 + VAT
- Licence to Alter = £750 + VAT
- Deed of Postponement = £100 + VAT
- Deed of Rectification = £650 + VAT
- Equity Redemption = £300 + VAT
- RX3/RX4 = £40 + VAT
- DS1 = £100 + VAT

Payment of all fees on this page will also need to be made directly to Sovereign Networks Homes details listed below:

Please pay by BACs to the acct:

Barclays Bank Plc

*Account Name: **Sovereign Network Homes Limited***

*Account Number: **23532763***

*Sort Code: **20-05-03***

*Reference: **First line of address***

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