

## SOVEREIGN NETWORK HOMES'S LEASEHOLD FEES AND PAYMENTS

**PLEASE ENSURE YOU CONFIRM YOU HAVE PAID FOR ANY OF OUR SERVICES AS SOON AS POSSIBLE. ANY DELAY WITH PROVIDING US WITH CONFIRMATION THAT PAYMENT HAS BEEN MADE WILL CAUSE A DELAY TO ANY OF THE SERVICES YOU REQUIRE BEING ACTIONED**

**Please note there is a 10 working day standard response time to all queries.** You can contact the Leasehold Compliance Team on 0300 373 3000 or visit our website at [www.sng.org.uk](http://www.sng.org.uk) for more information.

### OUR FEES

- If Sovereign Network Homes is the managing agent, please note that our Sales Management Pack/Solicitors Enquires etc = £200.00 + 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)
- 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.

**Please ensure Notice and Certificate of Compliance enquiries are sent to the following email address: [Notices@sng.org.uk](mailto:Notices@sng.org.uk)**

- 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

For further details please contact the Compliance and Home Ownership Team Leasehold Services, Sovereign Network Homes, The Hive, 22 Wembley Park Boulevard, Wembley, Middlesex, HA9 0HP

Tel: 0300 373 3000

For payment of our fees, YOU CAN ONLY PAY BY BACS AND YOU CAN NO LONGER PAY BY CHEQUE. CHEQUES ARE NO LONGER ACCEPTED:

*Barclays Bank Plc*

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

*Account Number: **23532763***

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

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

If you pay by BACs, 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. We will accept a screenshot receipt (showing Sovereign Network Homes account details) of your BACs payment as confirmation.

Confirmation	
Payment accepted. Your payment will normally arrive immediately, subject to our usual checks. Details of this payment can be viewed in the Internet Bank. This can take up to 5 working days.	
From:	Account: [REDACTED]
To:	Payee: NETWORK HOMES LTD Reference: [REDACTED] Sort code: 20-05-03 Account number: 23532763
Payment details:	Amount: [REDACTED] To be paid on: 24/04/2020

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.

Account name – Sovereign Network Homes

Sort code - 20-05-03

Account number – 53408728

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**

If you opt to pay by BACs, as above, please send a screenshot of your payment receipt.