

Leasehold Services

Leaseholder fees and charges 2022-2023

We carry out additional work when a leaseholder, shared owner, or freeholder has a particular need or requirement, so there are administrative costs in providing these services. Services can include providing information to solicitors to help with leasehold property sales, granting permission for alterations and issuing compliance certificates.

This leaflet provides details of the administration fees that are payable for these services:

Service	Cost	Service code
<p>Leasehold management pack (LPE1 enquiries) Responses are issued electronically within 14 days after payment is received.</p>	£195 incl VAT	LPE1
LPE1 enquiries requested in hard copy format.	£215 incl VAT	LPE1P
<p>LPE1 Fast Track Service - Should you require an earlier response, the Leasehold Services Team can offer a Fast Track Service (subject to availability) to complete the enquiries within five working days after payment is received. Please note all responses are issued electronically. Please enquire with Leasehold Services team beforehand to check availability.</p>	£240 incl VAT	LPE1F
<p>Additional enquiries – per page</p>	£62 incl VAT per page	LPADD
<p>Freeholder enquiries (freeholders with covenants/service charges)</p>	£110 incl VAT	FENQ

Worthing Homes

Davison House North Street Worthing West Sussex BN11 1ER

† 01903 703100 i worthing-homes.org.uk

Registered Charitable Community Benefit Society No. 8337
Homes England No. LH4208



Housing
Ombudsman Service

Combined notice of charge and transfer	£85 incl VAT	NOMT
Receipt of Notice of charge (only)	£65 incl VAT	NOM
Receipt of Notice of transfer (only)	£65 incl VAT	NOT
Shared owner consent to re-mortgage	£40 incl VAT	MOR
Deed of covenant	£65 incl VAT	DOC
Compliance certificate	£75 incl VAT	COC
Receipting other notices	£60 incl VAT	MISC
Copy of buildings insurance policy	Free of charge	N/A
Copy of the lease You may also be able to obtain a copy from your lender, or direct from Land Registry.	£26 incl VAT	LEASE
Subletting registration	£40 incl VAT	SUBLET
Consent to undertake Improvements:		
Minor to medium scale improvements – review of request and decision/consent notice issued (if our Surveyor needs to pre or post inspect the work, an additional inspection charge will be applied, see Surveyor inspection costs).	£40 - £100 incl VAT (subject to quotation)	LH-MINOR
Surveyor inspection costs – pre or post work inspections.	£70 incl VAT (per inspection)	LH-INSP
Assessment for major / complex alterations With more complicated improvements our Surveyor may need to visit you first, we may need to review your building plans and make sure they adhere to current building regulations, before we can make a decision and if appropriate grant consent. You may also require the local authority's planning permission. If we give permission for you to carry out the work, we may need to visit during and after completion of the work, to check the work meets the required standards.	£130 incl VAT (plus cost of any professional fees incurred)	LH-MAJOR
Assessment of retrospective request for alterations Consent must be requested from Worthing Homes before carrying out any alterations/building works/improvements. Failure to could result in non-compliance action being taken if lease conditions are not adhered to. If retrospective consent is required the cost will be subject to quotation.	Min £180 incl VAT, subject to quotation (plus cost of any professional fees incurred)	LH-RETRO

<p>Deed of variation This is a document that supplements an existing lease, where the parties (landlord and leaseholder) have agreed to a variation to the existing lease, which has been put into effect.</p> <p>Enquiries about deed of variations should be discussed with the Leasehold Adviser in the 1st instance</p>	<p>Subject to quotation</p>	
<p>Lease extension There will be a premium to pay for a lease extension. You will be liable to pay Worthing Homes' professional fees whether you complete or not.</p> <p>Please contact your Leasehold Adviser for further information, or visit https://www.lease-advice.org/advice-guide/lease-extension-getting-started/ for further advice.</p> <p>Worthing Homes' legal fees</p> <p>Valuation fees</p> <p>Worthing Homes admin fee</p>	<p>The below figures are approximate and based on a standard lease. If matters are protracted further costs may be incurred.</p> <p>£720.00 incl VAT</p> <p>Subject to quotation</p> <p>£165 incl VAT</p>	<p>LEX-SOL</p> <p>LEX-VAL</p> <p>LEX-ADM</p>

Where the lease provides for alternative charges for any service listed above, the fees provided for in the lease will take precedence. Any fees for services not covered by this menu will be made by comparison to this list.

Making payment

Payment can be made by BACS, by making payment to:

Sort Code – 30-99-93

A/c No – 04002656

A/c Name – Worthing Homes Income Account

On the payment you will need to **quote address and service code** (e.g. 22 Red Street/LPE1).

If payment is being made to our bank account, please email the Leasehold Services team as soon as the payment has been made, along with any relevant information, so we can progress your enquiry. If you are seeking the Fast Track LPE1 service, please call before payment is made to check availability of the service.

Fees can also be paid by cheque, made payable to Worthing Homes, with a covering letter quoting the service (address and service code), by sending to Worthing Homes, Davison House, North Street, Worthing, BN11 1ER.

Payment can also be made by telephone to your Leasehold Services Team.

Contacting your Leasehold Services team

Telephone: Leasehold Services 01903 703 130 or via the Customer Experience Team 01903 703 100.

Email: leaseholdservices@worthing-homes.org.uk

Post: Worthing Homes, Davison House, North Street, Worthing, BN11 1ER.

Your rights and obligations

Administration Charges – Summary of tenants' rights and obligations

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;
 - 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 consent or approval, is void.
4. You have the right to ask the 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 go to arbitration after the disagreement about the administration *charge arose*; or
 - a matter has been decided by a court.
5. You have the right to apply to the 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 the First-tier Tribunal, you will have to pay an application fee and, where the matter proceeds to an oral hearing, a hearing fee, unless you qualify for fee remission or exemption. Making such an

application may incur additional costs, such as professional fees, which you may have to pay.

7. The First-tier Tribunal and the Upper Tribunal (in determining an appeal against a decision of the First-tier Tribunal) have the power to award costs in accordance with Section 29 of the Tribunal, Courts and Enforcement Act 2007.

8. 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.