

HOME OWNERSHIP ADMINISTRATION FEES

1.	VALUATION FOR RE-SALE OR STAIRCASING Payable by shared owner	£385.00
2.	RE-VALIDATION OF VALUATION Payable by shared owner	£90.00
3.	LEASEHOLDER INFORMATION PACK Payable by shared owner/leaseholder selling the property	£220.00
4.	SHARED OWNERSHIP RESALE APPROVAL Payable by shared owner selling the property	£220.00
5.	MORTGAGE APPROVAL If re-mortgaging a shared ownership property – Payable by the shared owner If purchasing a shared ownership property - Payable by applicant buying the property	£90.00
6.	NOTICE OF TRANSFER/ASSIGNMENT Payable by applicant buying the property	£90.00**
**if the notice is not provided in the timescale set down within the lease a LATE NOTICE FEE of £150.00 will become payable		
7.	NOTICE OF CHARGE Payable by applicant buying the property	£90.00
8.	DEED OF COVENANT Payable by applicant buying the property	£90.00
9.	CERTIFICATE OF COMPLIANCE** Payable by applicant buying the property	£90.00
**Please note that if staircasing is occurring simultaneously with the sale, our solicitors will issue the Certificate of Compliance on behalf of Hightown Housing Association, where HHA is the freeholder.		
10.	TRANSFER OF NAMES (Without sale or mortgage approval)	£90.00
11.	LEASE EXTENSION PREMIUM CALCULATION	£600.00
12.	LEASE EXTENSION RECALCULATION **if the lease extension does not commence within 3 months of the initial premium calculation, a recalculation will need to be requested, and the recalculation fee will be payable	£120.00
13.	LEASE EXTENSION ADMIN FEE	£220.00

These costs may be reviewed and are subject to change without notice.

Last Updated: November 2025

14.	COPY OF LEASE	£35.00
15.	MAJOR ALTERATIONS	£220.00
16.	MINOR ALTERATIONS	£50.00

All charges are inclusive of VAT