

# TARIFF



## Resales/Transfers and Remortgages/Charges

### Pre-completion

#### 1) **Standard Information Pack** (for Resale/Transfer)

(we aim to provide within 4 working days of payment receipt)

To include:-

- LPE1/FPE1, covering the topics of the Lease, Lease Parties, Insurance, Service Charge, Ground Rent, Maintenance, Expenditure, Notices, Breaches, etc.
- Copy of last 3 years' Service Charge Accounts (where available)
- Copy of last 3 years' Budgets (where available)
- Copy of Insurance Certificate (where available)
- Summary of Insurance Cover (where available)
- Buildings Insurance Policy (where available)
- Memorandum and Articles of Association for the Residents' Management Company (if applicable)
- Fire Risk Assessment (where available)
- General Risk Assessment (where available)
- Copy of any notices served to the owner (if applicable)
- Copy of correspondence in relation to breaches (if applicable)
- Confirmation of our requirements upon completion
- Draft documents (Deed of Covenant, Application for Membership, Stock Transfer Form, Indemnity Form) (where applicable)
- Statement of Leaseholder's/Freeholder's account in relation to any Service Charge, Ground Rent, Car Parking Charges, Utility Charges, as applicable

(PLEASE NOTE THAT THE STANDARD INFORMATION PACK DOES NOT INCLUDE RESPONSES TO BESPOKE ENQUIRIES - PLEASE REFER TO ITEM 12)

**£285.00 plus VAT**

#### 2) **Abridged Information Pack** (for Remortgage/Charge)

(we aim to provide within 5 working days of payment receipt)

To include:-

- Copy of Insurance Certificate (where available)
- Summary of Insurance Cover (where available)
- Copy of last 3 years' Service Charge Accounts (where available)
- Copy of last 3 years' Budgets (where available)
- Copy of correspondence in relation to breaches (if applicable)
- Confirmation of our requirements upon completion
- Statement of Leaseholder's/Freeholder's account in relation to any Service Charge, Ground Rent, Car Parking Charges, Utility Charges, as applicable

**£130.00 plus VAT**

#### 3) **Express Service** (applicable to items 1 and 2)

(to be provided within 24 hours of payment receipt - we would suggest checking with us prior to ordering the Express Service, to ensure we are able to fulfil the request)

**£35.00 plus VAT** (in addition to standard payment)

\*Please tick the appropriate boxes and return with remittance, making cheques payable to:

**Mainstay Payments Limited**, Whittington Hall, Whittington Road, Worcester, WR5 2ZX



4) **LPE1 Form only**

(we aim to provide within 4 working days of payment receipt)

**£130.00 plus VAT**

5) **Copy of 3 years' Accounts**

(we aim to provide within 5 working days of payment receipt)

**£50.00 plus VAT**

6) **Copy of 3 years' Budgets**

(we aim to provide within 5 working days of payment receipt)

**£50.00 plus VAT**

7) **Copy of Residents' Management Company Memorandum and Articles of Association**

(we aim to provide within 5 working days of payment receipt)

**£50.00 plus VAT**

8) **Copy of Insurance documentation** (Certificate, Summary of Cover, Policy) (where available)

(we aim to provide within 5 working days of payment receipt)

**£50.00 plus VAT**

9) **Copy of Risk Assessments** (Fire Risk Assessment, General Risk Assessment) (where available)

(we aim to provide within 5 working days of payment receipt)

**£50.00 plus VAT**

10) **Copy of Lease** (where available)

(we aim to provide within 5 working days of payment receipt)

**£25.00 plus VAT**

11) **Copy of Title Plan** (where available)

(we aim to provide within 5 working days of payment receipt)

**£15.00 plus VAT**

12) **Solicitor's bespoke enquiries**

(we aim to provide within 5-10 working days of payment receipt, dependent upon the enquiries raised)

**£50.00 plus VAT per five enquiries**

13) **Licence to Assign/Consent to Assign** (please provide full name(s) and address(es) of the purchaser(s) and a copy of an up to date Official Title Register for the property)

(we aim to provide within 5 working days of payment receipt)

**£155.00 plus VAT**

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### **Post Completion**

**14) Notice of Assignment/Transfer**

**£125.00 plus VAT**

**15) Notice of Charge**

**£125.00 plus VAT**

**16) Notice of Transfer and Charge (served together)**

**£155.00 plus VAT**

**17) Deed of Covenant** (where Deed has been prepared by solicitors)  
(Please note that execution will only be arranged if specifically requested)

**£165.00 plus VAT**

**18) Full preparation and execution of Deed of Covenant by Mainstay**

**£250.00 plus VAT**

**19) Certificate of Compliance** (for Transfer or Charge)

**£180.00 plus VAT**

**20) Reissue of Share Certificate**

**£85.00 plus VAT**

**21) Reissue of Membership Certificate**

**£85.00 plus VAT**

**22) Indemnity for lost Share Certificate**

**£75.00 plus VAT**

**23) Arrangement of Stock Transfer Form to be processed and signed by a Director**

**£50.00 plus VAT**

### **Supplementary Fees**

**24) Execution of documents** (Deed of Variation, Deed of Rectification, RX Forms, Lease, etc.)

**£165.00 plus VAT**

**25) Preparation of documents** (Deed of Variation, Deed of Rectification, RX Forms, Lease, etc.)

**Price on Application**

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## Miscellaneous

26) **Underletting Registration**

£20.00 plus VAT

27) **Consent to Underlet**

£20.00 plus VAT

28) **Underletting Registration (to include a Deed of Covenant)** (where applicable)

£80.00 plus VAT

29) **Pet Consent**

£50.00 plus VAT

30) **Licence for Alterations**

Price on application

31) **Any other Consent under Lease**

£50.00 plus VAT

32) **Land Registry Search** (to include Official Title Register, Title Plans)

£40.00 plus VAT

33) **Second and subsequent Service Charge Arrears Letters**

£50.00 plus VAT

34) **Second and subsequent Ground Rent Arrears Letters**

£40.00 plus VAT

35) **Letter Before Legal Action**

£50.00 plus VAT

36) **Service Charge Solicitor Referral Fee**

£85.00 plus VAT

37) **Ground Rent Solicitor Referral Fee**

£80.00 plus VAT

38) **Post Legal Fee**

£60.00 plus VAT

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- 39) **Payment Plan Fee (debts under £500.00)**
- £50.00 plus VAT**
- 40) **Payment Plan Fee (debts over £500.00)**
- £70.00 plus VAT**
- 41) **Failed Premium Credit Fee**
- £30.00 plus VAT**
- 42) **Returned cheque fee**
- £25.00 plus VAT**
- 43) **Breach of Lease charge (per letter) (hourly rates are payable for further action)**
- £35.00 plus VAT**
- 44) **Court/Tribunal attendance charges**
- As per hourly charge rate plus disbursements**
- 45) **Additional Meetings/Site Visits**
- As per hourly charge rate plus disbursements**
- 46) **Parking Controls (per unit, per annum)**
- £10.00 plus VAT**
- 47) **Work relating to building defects and snagging (per hour)**
- £115.00 plus VAT**
- 48) **Abandoned Cars (per vehicle, upon removal)**
- £75.00 plus VAT**
- 49) **Section 20 (per letter)**
- Price on Application (a minimum of 2.5% of final works cost plus VAT, dependent upon complexity)**
- 50) **Charge Rates for Staff (plus VAT and travel costs, if applicable)**
- **Director £225 per hour**
  - **Associate Director £200 per hour**
  - **Senior Accountant £100 per hour**
  - **Regional Property Director £150 per hour**
  - **Head of Asset Management £150 per hour**
  - **Asset Manager £115 per hour**
  - **Accountant £70 per hour**
  - **Administrator £45 per hour**
  - **Property Manager £115 per hour**

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## Tenanted Portfolio Services

### Tenant

#### 51) References for Mortgagees/Landlords

- £40.00 plus VAT

#### 52) Full Referencing Process (prior to move in)

- £33.50 plus VAT

#### 53) New Tenancy Documentation

(to include tenancy agreement, tenant statement, financial statement, Direct Debit mandate & Welcome letter)

- £95.00 plus VAT

#### 54) Deposit protection Fee

- £10.00 plus VAT

#### 55) Renewal Fee

- £20.00 plus VAT

#### 56) Landlord Reference

- £30.00 plus VAT

### Landlord

57) **Letting Fee** - standard 1 month's rent inclusive of Inventory check in/out (or by separate negotiation/agreement with Agent)

#### 58) Additional Inspections

- £50.00 plus VAT

59) **Inventories** (Ingoing & Outgoing if not inclusive)

- Dependent upon Agent - Price on Application**

#### 60) Non-resident Landlord Fee

- £50.00 plus VAT

61) **Gas Safety Inspection Fee** (on move in/renewal)

- £65.00 plus VAT

62) **HMO Licensing** (if applicable) – Administration

- £100.00 plus VAT

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### **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 a 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 a 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 Tribunals, 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.

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