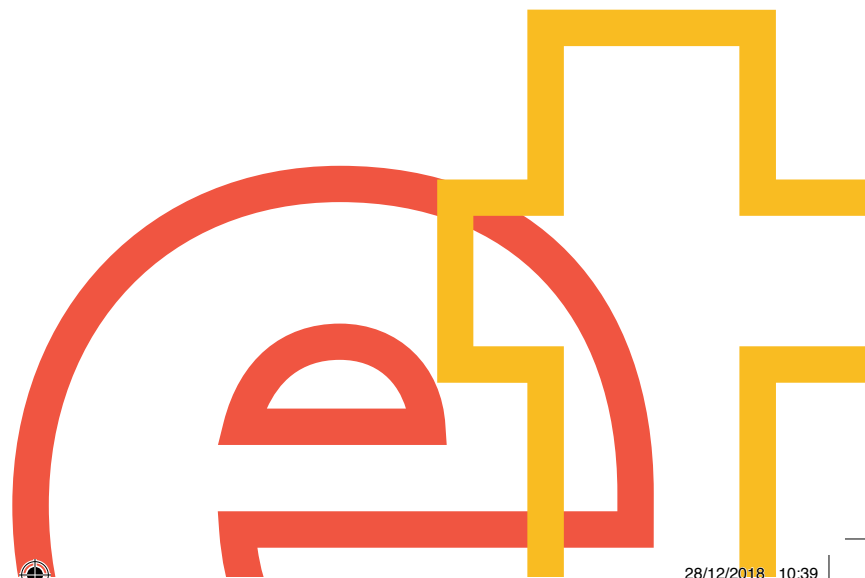


# Information for leaseholders and shared owners

## 16: Additional administration fees

You can find details about leasehold charges for administration works:

- Leasehold Enquiry Charges (LPE1)  
House (shared owner) - £75.00 plus vat  
Flats - £180.00 plus vat  
LSE - £180.00 plus vat  
Express service 2 day turnaround - £350.00 plus vat (staff dependant)
- Pet Permissions  
£30 plus vat  
£60 plus vat – retrospective permission
- Home alteration permissions - Minor  
£30.00 plus vat  
£60 plus vat – retrospective permission
- Home alteration permissions – Major – including tradesman visit  
£150.00 plus vat  
£225.00 plus vat – retrospective permission



- Notice to sublet charges

100% Leaseholder - £30 plus vat

Shared Owner - £100 plus vat

Retrospective sublet permission - charge plus £100.00

Re - mortgaging charges - £100 plus vat

Stair casing – partial - £150 plus vat

Joint to sole shared ownership - £150 plus vat

Copy lease - £20.00 plus vat

Three years' service charge accounts - £20.00 plus vat

Please note: Any internal or out of hours repairs carried out to your property by Thirteen will be recharged to you at the full cost of the repair plus call out charge.

**thirteen**

Managing and building homes

