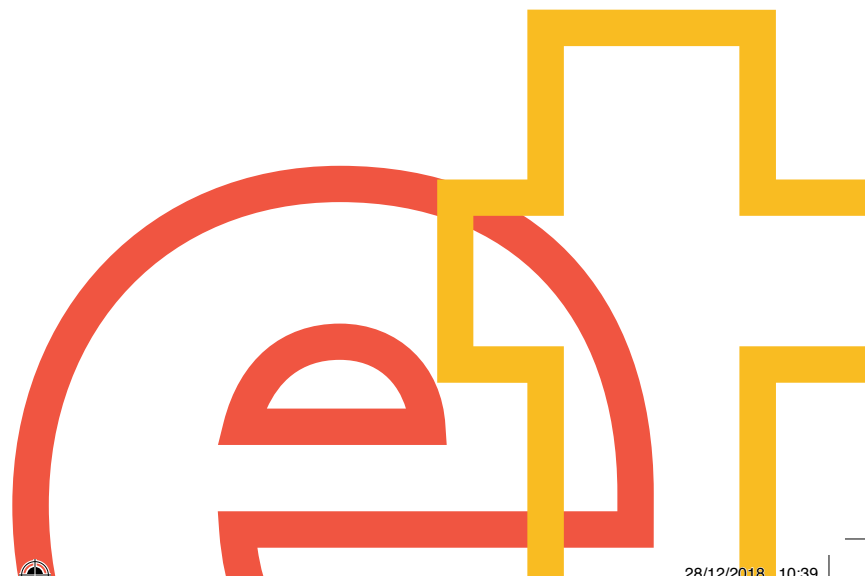


# Information for leaseholders and shared owners

## Leasehold - additional administration fees

You can find details about leasehold charges for administration works:

- Solicitors sale pack enquiry (LPE1)  
House (shared owner) - £75.00 plus vat  
Flats - £150.00 plus vat  
LSE - £150.00 plus vat  
Express service 2-day turnaround - £250.00 plus vat (staff dependent)
- 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 £50.00

Re - mortgaging/mortgage queries - £25 to £100 plus vat - dependent on complexity

Joint to sole shared ownership - £50 plus vat

Copy lease - £20.00 plus vat

Three years' service charge accounts - £20.00 plus vat

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

**thirteen**

Managing and building homes

