

A2Dominion Administration fees as at 10 May 2017

Sales, resales, re-mortgages, lease extensions, etc.	Fee	VAT	Total
Solicitor's enquiries LPE1 form, shared owners - electronic copy (standard response, 10 days)	£180.00	20%	£216.00
Solicitor's enquiries LPE1 form, shared owners - electronic copy (fast track, five days)	£220.00	20%	£264.00
Freehold houses solicitor enquiries	£110.00	20%	£132.00
Solicitor's enquiries LPE1 form, 100% leaseholders - electronic copy (standard response)	£216.00	20%	£259.20
Solicitor's enquiries LPE1 form, 100% leaseholders - electronic copy (fast track, five days)	£264.00	20%	£316.80
Postal copies of solicitor enquiries additional fee	£30.00	0%	£30.00
Remortgaging Enquiries	£105.00	20%	£126.00
Valuation lease extension (fee paid to third-party valuer, subject to change in non-core areas)	£300.00	20%	£360.00
Lease extension administration charge	£200.00	20%	£240.00
Valuation for resales and staircasing. Please call the resale's team on 0800 432 0077.			
Rectification of retrospective memorandum of staircasing	£50.00	20%	£60.00

Notices	Fee	VAT	Total
Receipt of Notice of Charge (only)	£90.00	20%	£108.00
Receipt of Notice of Transfer (only)	£90.00	20%	£108.00
Receipt of Notice of Transfer and Charge	£105.00	20%	£126.00
Receipt of Deed of Covenant	£90.00	20%	£108.00
Certificate of Compliance	£120.00	20%	£144.00

Provision of documents/information	Fee	VAT	Total
Copy of Lease (if held on our records)	£35.00	20%	£42.00
Copy of Lease (from Land Registry)	£45.00	20%	£54.00
Insurance summary of cover (available to download from A2Dominion website)	Free of charge	n/a	n/a
Making available facilities for inspection of invoices and other documents supporting actual accounts on leaseholder request within six months of issue - copying charge of £0.25 (plus VAT) ¹ per sheet applies.	Free of charge	n/a	n/a
Copies of invoices requested more than six months after actual accounts issued, charged at hourly rate - minimum charge one hour plus £0.25 (plus VAT) ¹ per sheet copying charge.	£50.00 per hour	20%	£60.00
Making available facilities for inspection of documents on leaseholder request hourly rate - minimum charge one hour plus £0.25 (plus VAT) ¹ per sheet copying charge. ²	£50.00 per hour	20%	£60.00

Leaseholder requests for consent/approvals/variations, etc.³	Fee	VAT	Total
Approval to sublet	£120.00	20%	£144.00
Pet consent	£70.00	20%	£84.00
Approval for alterations - simple changes	£120.00	20%	£144.00
Approval for alterations - complex changes, charged per hour (minimum one day charge)	£50.00 per hour	20%	£60.00
Visit to inspect improvement or alteration, charged per hour	£100.00 per hour	20%	£120.00
Requests for variations to lease, charged per hour (minimum one day charge)	£50.00 per hour	20%	£60.00
Requests for consent or approvals retrospectively as above, plus a premium of 100%	+100% fees	20%	
Other requests, half day rate minimum, thereafter charged £50 per hour	£175.00	20%	£210.00
Income Recovery	Fee	VAT	Total
Leasehold Income LH2 Letter (fee for second reminder) ⁴	£25.00	20%	£30.00
Leasehold Income LH3 Letter (fee for final reminder) ⁴	£25.00	20%	£30.00
Telephone call to leaseholder in respect of arrears ⁴	£10.00	20%	£12.00
Office appointments to discuss arrears ⁴	£50.00	20%	£60.00
Home appointments to discuss arrears ⁴	£100.00	20%	£120.00
Admin charge for application made directly by A2Dominion to court (plus court fee)	£50.00	20%	£60.00
Admin charge for withdrawing of application to court made directly by A2Dominion	£25.00	20%	£30.00
Admin charge for attending undisputed court hearing or tribunal unrepresented	£100.00	20%	£120.00
Admin charge for preparing and attending court hearing unrepresented where claim is disputed, charged per hour	£50.00 per hour	20%	£60.00
Cost incurred for legal action and/or intended legal action (full costs of applications, legal advice and action undertaken by legal representative)	All costs involved		
Section 20 consultation	Fee	VAT	Total
A flat rate will be charged to each leaseholder for a Section 20 consultation for major or cyclical works and for qualifying long-term agreements	£60.00	20%	£72.00
Supervision of works	Fee	VAT	Total
Fee for producing specification of works, tendering and supervision of major or cyclical works, or other large projects where no external consultants are used. Charged as a percentage of the final cost of the works (exclusive of VAT)	10% of final costs of works		
Fee for oversight of the production of specification of works, tendering and supervision of major or cyclical works, or other large projects where external consultants are used. Charged as a percentage of the final cost of the works (exclusive of VAT). This will be in addition to the consultants charges	5% of final costs of works		

Enforcement of covenants	Fee	VAT	Total
Where A2Dominion are requested to enforce covenants (i.e. action beyond initial contact and advice of alleged breach) against other leaseholder/s for suspected breaches. Where A2Dominion does not consider it reasonable to pursue, A2Dominion will charge an hourly fee for any work associated to those making the request. Any costs for legal advice/work and any other costs or fees incurred must also be covered. ⁵	£50.00 per hour, plus all other fees, costs and charges incurred		
Undertaking tenant covenants	Fee	VAT	Total
Where A2Dominion must step in to action a tenant covenant which is not performed, administration will be charged per hour (minimum half day charge), plus any costs, fees or other charges incurred.	£50.00 per hour	20%	£60.00
Where A2Dominion is requested to undertake a repair which is the leaseholder's responsibility, administration will be charged per hour (minimum half day charge), plus any costs, fees or other charges incurred. ⁶	£50.00 per hour	20%	£60.00
Meetings with leaseholders	Fee	VAT	Total
Meetings within office hours and up to 7:30pm will be attended/convened free of charge up to a maximum of four meetings a year within management fee (any cost of hiring a venue will be charged at cost).	Free of charge		
General administration	Fee	VAT	Total
Complex requests – one day rate minimum (seven hours), thereafter £50.00 per hour (rates are charged to the nearest half hour, rounding down at less than 20 minutes and up from 20 minutes and more).	£350.00	20%	£420.00
Simple requests - half-day rate minimum (3.5 hours), thereafter £50.00 per hour (rates are charged to the nearest half hour, rounding down at less than 20 minutes and up from 20 minutes and more).	£175.00	20%	£210.00

Notes

These charges are applicable for work which is not covered by the management fee and/or do not relate strictly to the management of the property. Where provision in the lease provides for alternative charges for any of these services, the fees provided for in the lease will prevail.

¹ Copying charges are per side, so a single sheet which is copied both sides is £0.50 plus VAT

² Where inspection arrangements are being made available in response to requests for access to documents for Section 20 consultation, no attendance charge will be made and copying charges will also be waived for provision of copies for short documents (e.g. 20 sheets or less). Other inspections arrangements may also be made available free of charge from time to time.

³ Application to A2Dominion to consider matters outside of, or prohibited by, the lease, which will require consideration, will be charged for prior to anything other than general advice being given. The fee is payable whether or not consent or approval is given. Once general advice has been provided, no further discussions will be entered into until the fee is paid.

⁴ Costs may be waived if outstanding arrears are cleared in full within seven days of action. Charges for calls, appointments at office or home visits are only levied in cases of frequent recurring debt.

⁵ A2Dominion will decide at its absolute discretion whether complaints or requests from other leaseholders to commence action are reasonable. Where this is not the case, any action will only be commenced when leaseholders making the request have agreed to meet A2Dominion fees and costs in full. On account payments will expect to be cleared and no work will be undertaken if requested funds remain unpaid. Any costs for legal advice or work and any other costs or fees incurred must also be covered. If an order for costs is made, those costs recoverable from the leaseholder found in breach will be refunded to those funding the action.

⁶ A2Dominion should only undertake repairs as a last resort. Where there is confusion on whether the repair is the tenant or landlord's responsibility, a warning should be given that an administration charge will be levied if the repair is the leaseholder's responsibility. Where there is known hardship, the administration fee may be waived with the A2Dominion team manager's discretion.