



A2Dominion administration fees

Fees correct as at September 2018

Sales, resales, re-mortgages, lease extensions, etc.	Fee	VAT	Total
Shared owner Solicitor's information pack (10 days' response)	£180.00	20%	£216.00
Shared owner Solicitor's information pack (five days' response)	£220.00	20%	£264.00
Leaseholder Solicitor's information pack (10 days' response)	£216.00	20%	£259.20
Leaseholder Solicitor's information pack (five days' response)	£264.00	20%	£316.80
Freeholder Solicitor's information pack (10 days' response)	£110.00	20%	£132.00
Freeholder Solicitor's information pack (five days' response)	£160.00	20%	£192.00
Postal copies of solicitor's information pack (additional fee)	£30.00	-	£30.00
Additional enquiries (further to the information pack)	£50.00	20%	£60.00
Shared owner consent to re-mortgage	£105.00	20%	£126.00
Leasehold re-mortgage enquiries	£50.00	20%	£60.00
Valuation Lease Extension- This fee can vary dependent on location and surveyor.	Variable	20%	Variable
Lease extension administration charge	£200.00	20%	£240.00
Requests for variations to lease (subject to solicitor fees)	£90.00	20%	£108.00
Rectification of retrospective memorandum of staircasing	£90.00	20%	£108.00

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
Receipt of RX applications	£90.00	20%	£108.00

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
Copies of invoices requested within six months of audited actual accounts being issued	£30.00	20%	£36.00
Copies of invoices requested more than six months after actual accounts issued - minimum charge one hour £0.25 plus VAT* copying charge per side of A4	£50.00 per hour	20%	£60.00 per hour
Making available facilities for inspection of documents on leaseholder request - minimum charge one hour £0.25 plus VAT* copying charge per side of A4**	£50.00 per hour	20%	£60.00 per hour

Leaseholder requests for variations/ consent, etc.**	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 with minimum one day charge (seven hours)	£50.00 per hour	20%	£60.00 per hour
Visit to inspect improvement or alteration, charged per hour	£100.00 per hour	20%	£120.00 per hour
Requests for consent or approvals, retrospectively as above, plus a premium of 100%	+100% fees		
Other requests, half day rate minimum (3.5 hours), thereafter charged £50.00 per hour	£175.00	20%	£210.00

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 cost	-	-
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 cost	-	-

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 leaseholders 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.	£50.00 per hour, plus all other 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 per hour
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.*	£50.00 per hour	20%	£60.00 per hour

Income recovery	Fee	VAT	Total
Leasehold Income LH2 letter (fee for second reminder)	£25.00	20%	£30.00
Leasehold Income LH3 letter (fee for final reminder)	£25.00	20%	£30.00
Telephone call to leaseholder in respect of arrears	£10.00	20%	£12.00
Office appointments to discuss arrears	£50.00	20%	£60.00
Home appointments to discuss arrears	£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 per hour
Cost incurred for legal action and/or intended legal action (full costs of applications, legal advice and action undertaken by legal representative)	All costs	-	-

General administration	Fee	VAT	Total
Complex requests - one day rate minimum (seven hours), thereafter £50.00 per hour*	£350.00	20%	£420.00
Simple requests - half day rate minimum (3.5 hours), thereafter £50.00 per hour*	£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. 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.*

2. 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.**

This schedule of administrative charges is intended to cover most requests and charges A2Dominion may make, however it is not exhaustive and additional fees may be levied. In all circumstances, A2Dominion will seek to keep its charges reasonable. Any fees for activities not covered by the scheduled will either be made by comparison to this schedule or based on the hourly fees in this schedule.

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A2Dominion Group

leasehold@a2dominion.co.uk

a2dominion.co.uk

0800 432 0077

113 Uxbridge Road, Ealing, W5 5TL