

Homeowner fees

| Fee Description | Fee All fees are inclusive of VAT at 20% unless specified otherwise. |
|---|---|
| Landlords Property Enquiries Form Completion (LPE1) - all tenures excluding Freehold Houses | £180 |
| Landlords Property Enquiries Form Completion - Freehold Houses | £180 |
| Notice of Transfer (Freehold) | £90 |
| Standard Valuation Fee | Fees vary depending on surveyor appointed |
| Legal fees for Lease Extension | Fees vary depending on legal firm appointed |
| Legal fees for Lease Enfranchisement | Fees vary depending on legal firm appointed |
| Certificate of Compliance | £90 |
| Lift/vary covenants of properties sold through RTB/RTA | £1,500 plus legal |
| Lift/vary covenants of properties not sold through RTB/RTA | Premium plus £500 plus legal |
| Retrospective consent | £120 |
| Notice of grant (notice of transfer) | £25 |
| Notice of Notice of assignment (notice of transfer) | Fees vary based on lease from £25 to £50 |
| Lease extension admin fee | £150 |
| Lease extension surveyor fee | £200 |

Shared owner fees

Buying a new shared ownership property

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|------------------|--|--|------------|-----------------|
| Reservation Fee | A fee to reserve the property- Non refundable after accepting the offer. This payment is refunded to your rent account on completion. | £500 | Buyer | PCH |
| Purchased share | The share that the buyer wishes to purchase, this could be with cash or with a mortgage. There may be Lender fees. | Between 25% and 75% of the open market value | Buyer | PCH Solicitors |
| Mortgage deposit | Lenders will require a deposit to secure the mortgage | Between 5% and 15% of the mortgage | Buyer | Mortgage lender |
| Document Fee | PCH solicitor to set up documents for first sale | Up to £150 | Buyer | PCH Solicitors |
| Notice of Charge | Purchaser to pay for PCH solicitor to register the Mortgage against the property (not applicable for cash purchase) | Up to £90* | Buyer | PCH Solicitors |
| Other fees | When buying a home, you need to consider the cost of buying and furnishing a property, these include independent financial adviser fees; solicitors and disbursement fees for the conveyancing, local searches; Stamp duty - this may not apply, but your solicitor will tell you more. Furnishing the home, carpets and furniture and moving costs for example. | | Buyer | |

Selling a shared ownership property

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|-------------------------------|---|----------------|------------|------------------|
| Admin Fee | Deposit to instruct and commit to resale, deducted from the nomination fee on completion. | £108* | Seller | PCH |
| Valuation Fee | Open market RICS valuation (Royal Institute Chartered Surveyors) Seller to instruct and pay for valuation and provide us with a copy of the report. | £450 > | Seller | RICS Valuer |
| PCH Legal Fees | Our solicitor will charge fees in connection with the resale provisions in the lease including (where applicable) providing consent to the assignment, consent to price and confirmation the nomination and buy back provisions have been complied. | up to £360* | Seller | PCH Solicitors |
| Landlords Lease Questionnaire | Plymouth Community Homes charge a fee for the collation and distribution of information requested in the Landlords Lease Questionnaire. | £180* | Seller | PCH / Solicitors |

Selling a shared ownership property

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|---------------------------------|--|---|------------|------------------|
| Nomination Fee | As detailed within the shared ownership lease - 1% of the Full Open Market Full Value plus VAT. PCH to find a buyer for your property. Example OMV £200,000 X 1% + Vat = £2,400 less Admin fee of £108.00 = £2,292.00 | 1% of the property open market value +VAT | Seller | PCH |
| Legal Fees | You will need to instruct a solicitor for selling your property. The solicitor will have disbursements and professional fees for acting for you. | Estimate £750 > £1,500 | Seller | Chosen solicitor |
| EPC | Selling a home in England and Wales requires an Energy Performance Certificate (New build homes have a 10 year EPC) Only required if out of date. | External company approximately £50 to £100+ VAT | Seller | Chosen company |
| Rent and Service Charge arrears | If you have any arrears these must be cleared before completion of the property. | Refer to PCH for any outstanding charges payable. | Seller | PCH |
| Admin Fee after 4 weeks | If after the initial 4 weeks you choose to sell your property via an Estate Agent, you will not pay the nomination fee but you will pay administration fee to PCH. | £250 | Seller | PCH |
| Additional Marketing | There will be no extra costs for marketing your home on social media and Share To Buy. | | | |

Staircasing

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|--------------------|--|---|-------------|------------------|
| Admin Fee | Deposit to instruct and commit to staircasing, deducted from completion monies. | £108* | Leaseholder | PCH |
| Valuation fee | Open Market valuation by a RICS. PCH to instruct | £450 > | Leaseholder | PCH |
| Desk top valuation | Desk top valuation by a RICS. PCH to instruct if valuation report expires. | £90 > | Leaseholder | PCH |
| Mortgage fees | If you are applying to change lenders (re-mortgage) to buy the additional share, or to obtain a better interest rate, you will be required to pay the lender's valuation fee and you may be required to pay a mortgage arrangement fee. You may also have to pay penalty charges to your existing lender if you re-mortgage before the product's end date. | Refer to mortgage lender and solicitor for fees | Leaseholder | Mortgage lender |
| Legal expenses | Staircasing will involve changes to your existing lease which will require the professional services of a solicitor. The solicitor will have disbursements and professional fees for acting for you. | Refer to your chosen solicitor for fees | Leaseholder | Chosen Solicitor |

Staircasing

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|---------------------------------|--|--|-------------|------------------|
| Stamp duty | In certain circumstances you may need to pay stamp duty. This will need to be discussed with your solicitor. | Refer to your chosen solicitor for fees | Leaseholder | Chosen Solicitor |
| Rent and service charge arrears | If you have any arrears these must be cleared before completion of the staircasing transaction. | Refer to PCH for any outstanding charges payable | Leaseholder | PCH |

Transfer of Equity

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|----------------------|---|----------------|-------------|----------------|
| Legal | The process of updating the lease with any additional names by the PCH solicitor. | up to £360* | Leaseholder | PCH Solicitors |
| Notice of Assignment | Fees are payable to PCH solicitor | Up to £90* | Leaseholder | PCH Solicitors |
| Notice of Charge | Purchaser to pay for PCH solicitor to register the Mortgage against the property (not applicable for cash purchase) | Up to £90* | Leaseholder | PCH Solicitors |

Buying a shared ownership resale

| Transaction | Detail | Fee (Inc VAT*) | Payable by | Payable to |
|----------------------|--|--|------------|-----------------|
| Reservation fee | A fee to reserve the property. Non-refundable after accepting the offer. This payment is refunded to your rent account on completion. | £500 | Buyer | PCH |
| Purchased share | The share that the buyer wishes to purchase, this could be with cash or with a mortgage. There may be Lender fees. | Between 25% and 75% of the open market value | Buyer | PCH Solicitors |
| Mortgage deposit | Lenders will require a deposit to secure the mortgage. | Between 5% and 15% of the mortgage | Buyer | Mortgage lender |
| Notice of charge | Purchaser to pay for PCH solicitor to register mortgage Charge on property with Land Registry. | up to £90.00 | Buyer | PCH Solicitors |
| Notice of assignment | Fees are payable to PCH solicitor. | up to £90.00 | Buyer | PCH Solicitors |
| Other fees | When buying a home, you need to consider the cost of buying and furnishing a property, these include independent financial adviser fees; solicitors and disbursement fees for the conveyancing, local searches; Stamp duty - this may not apply, but your solicitor will tell you more. Furnishing the home, carpets and furniture and moving costs for example. | | Buyer | |

Fees paid to third party companies may vary. Fee's stated above are to be used as a guide only. Please contact the relevant company to obtain a quotation

Information correct at 01/02/24