

Homeownership Administration Fees

This factsheet lists the administration fees that are payable for specific services or transactions provided to homeowners. We're unable to progress your request without this fee. These are not included in the annual service charge management fee.

Notice of Transfer	£60.00
Notice of Charge	£60.00
Leasehold Enquiries (LPE1) 10 Day turnaround	£240.00
Express Leasehold Enquiries (LPE1) 5 Day turnaround	£300.00
Additional Solicitors enquires	£15 per question
Certificate of Compliance	£60.00
Deed of Covenant	£60.00
Copy of Lease (from Land Registry)	£42
Copy of Lease (if held in our records)	£32
Deed of Variation/rectification	POA
Licence to Assign	£120.00
New lease plan	£110.00
*Valuation Fee	£240-£500 (POA)
Copy of Building Insurance	Free of Charge
Section 146 Forfeiture Notice	£240.00
Printed Copies of Documents	£25.00

*Cost varies according to the valuer instructed and type of report required.

In addition to the administration fees listed above, where required, you may also be expected to cover West Kent's legal costs and your own legal costs as part of the transaction. All fees include VAT.