

Administration charges (2025/26)

As part of your service charge you will pay a management fee for the services which are provided to the development / property. This includes, but is not exclusively, supervising the services which are delivered such window cleaning, communal cleaning, gardening, communal repairs, etc.

Where we carry out activities which are above and beyond the management fee we will charge an administration charge, this includes such activities as re-sales, home improvement requests, providing duplicate information.

Schedule 11 of the Commonhold and Leasehold Reform Act 2002 advises that a variable administration charge is payable only to the extent that the amount of the charge is reasonable. Residents are able to make an application to the First Tier Tribunal to determine whether or not the charge is payable and if it is to determine whether it is reasonable.

1	Landlords Reference for Mortgage Application / Tenancy	£50
2	Landlords approval for a new mortgage	£50
3	Re-mortgage / Re-financing	£100
4	Deed of Postponement	£75
5	Receipting Notice of Charge or Transfer	£75
6	Licence to Assign	£75
7	Landlord`s Admin Fee (Shared Ownership resale)	£300
8	Landlord`s legal fees (Shared Ownership)	£500* Split between vendor and buyer
9	Landlord`s Admin Fee (Leasehold)	£300
10	Enfranchisement (buying the freehold)	£125
11	Repayment of Homebuy Loan	£100
12	Deed of Covenant	£125 (Unless fee is stated in the lease)
13	Deed of Variation	£300*
14	Staircasing Admin Fee	£150

15	Completion of LPE1 / FME1 - Flats	£200
16	Completion of LPE1 / FME1 - Houses	£150
17	Completion of LPE1 / FME1 – no charges	£100
18	Home Improvement Request (minor work)	£75
19	Home Improvement Request (major work)	£125
20	Retrospective Home Improvement Request	£125
21	Duplicate sets of audited accounts for previous 3 years	£60
22	Copy of Lease	£40
23	Approval for subletting	£95
24	Issuing of Notice of Seeking Possession (NOSP) under schedule 2 of Housing Act 1988	£75
25	Issuing of Notice of Forfeiture under Section 146 of The Law of Property Act 1925	£250
26	Certificate of Compliance	£95
27	Lease extension	£250
28	Major Works / Cyclical Works	10% of contract value

*these costs may vary dependent on solicitor used

How to make the payment:

By cheque: made payable to Plus Dane Housing Ltd

By bank transfer:

Bank – Natwest

Sort code – 60-13-20

Account – 87861070

Ref: your property address



Summary of Tenant’s Rights and Obligations

1. This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges. Unless a summary is sent to you with a demand, you may withhold the administration charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.

2. An administration charge is an amount which may be payable by you as part of or in addition to the rent directly or indirectly;
 - for or in connection with the grant of an approval under your lease, or an application for such approval;
 - for or in connection with the provision of information or documents;
 - in respect of your failure to make any payment due under your lease; or
 - in connection with a breach of a covenant or condition of your lease.If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable.
3. Any provision contained in a grant of a lease under the right to buy under the Housing Act 1985, which claims to allow the landlord to charge a sum for consent or approval, is void.
4. You have the right to ask the First-tier Tribunal whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine;
 - who should pay the administration charge and who it should be paid to;
 - the amount;
 - the date it should be paid by; and
 - how it should be paid

However, you do not have this right where:

- a matter has been agreed to or admitted by you;
 - a matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the administration charge arose; or
 - a matter has been decided by a court.
5. You have the right to apply to the First-tier Tribunal for an order varying the lease on the grounds that any administration charge specified in the lease, or any formula specified in the lease for calculating an administration charge is unreasonable.
 6. Where you seek a determination or order from the First-tier Tribunal, you will have to pay an application fee and, where the matter proceeds to an oral hearing, a hearing fee, unless you qualify for fee remission or exemption. Making such an application may incur additional costs, such as professional fees, which you may have to pay.
 7. Where you seek a determination or order from the First-tier Tribunal, you will have to pay an application fee and, where the matter proceeds to an oral hearing, a hearing fee, unless you qualify for fee remission or exemption. Making such an application may incur additional costs, such as professional fees, which you may have to pay.

8. Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.