

**Assignments, Sub-Lettings, Registration  
STANDARD CHARGES FOR THE YEAR ENDING 31 DECEMBER 2012**

<b>£225 + VAT</b>	<b>For the provision of a Leasehold Information Pack and/or answering of enquiries arising from the proposed assignment of a property. Standard 7-10 day service.</b>
<b>£ 50 + VAT</b>	<b>Additional fee payable for providing the above fast-track (24-48 hours).</b>
<b>£100 + VAT</b>	<b>For the provision of information and answering of enquiries arising from the re-mortgage of a property.</b>
<b>£ 50 + VAT</b>	<b>For the receipting of a Notice and for associated amendments to our Accounting Database and the Property Register.</b>
<b>£ 50 + VAT</b>	<b>For registering a sub-letting and for the associated amendments to our Accounting Database and the Property Register.</b>
<b>£ 80 + VAT</b>	<b>For the issuing of a Certificate of Compliance/Consent required by the Land Registry.</b>
<b>£100 + VAT</b>	<b>For issuing a Licence to Assign or Deed of Covenant (unless the Lease stipulates a different amount).</b>
<b>£ 80 +VAT</b>	<b>For the checking of references associated with a Licence to Assign or Subletting.</b>
<b>£ 70 + VAT</b>	<b>Issuing a new Share Certificate in the Management Company following the transfer of stock and consequent amendment to the Register of Transfers.</b>
<b>£ 60 + VAT</b>	<b>Issuing a duplicate Share Certificate in the Management Company where the original has been lost and for vetting the letter of indemnity.</b>
<b>£ 55 + VAT</b>	<b>Issuing a Membership Certificate in the Management Company where it is a company Limited by Guarantee.</b>