

## ARREARS ADMINISTRATION

The following charges are applicable to mortgages where the Society incurs additional administration costs in monitoring or dealing with accounts. Where there is a payment shortfall in any month, an arrears fee is payable as shown below.

### WHERE AN ACCOUNT IS SUBJECT TO A PAYMENT SHORTFALL

#### **Standard Residential Mortgage (*Arrears Fee*)**

Owner occupied property & second home.

**£45**

#### **Commercial Mortgage (*Arrears Fee*)**

Including buy to let, residential investment portfolios etc.

**£65**

### OTHER

#### **Security Revaluation (*Revaluation*)**

**Up to £100**

#### **Litigation (*Litigation*)**

This includes where litigation has been commenced, re-commenced or where we have enforced an existing Court Order.

**£125**

Note - Legal costs are in addition to the above.

#### **Taking possession of a property and/or managing its disposal**

In addition to this charge, where the Society employs the services of a solicitor or any other agent in connection with a possession or sale, such costs will be debited to your mortgage account.

**£125**

# TARIFF OF CHARGES

*Effective from 1st July 2014*

This leaflet explains the common administration fees applicable for the provision of certain services in connection with your mortgage in relation to all mortgages taken out with the Society from 2000 onwards.

Different arrangements might apply if your mortgage was taken out with us before 2000, or was originally taken out with another lender (before you became a customer of the Society). In this case, some fees under this Tariff may not apply or the level of fee may be different. Please contact us if you require one of the services listed and we will tell you the specific charge that applies to you.

The applicable fee will be confirmed to you at the time the service is provided. There may be a charge for a service not shown in the Tariff, and the level of charge will be confirmed before the service is provided. The amount charged for provision of the service will be added to your mortgage account at the time the service is provided unless we have already been paid. Please note that the description appearing in italics is the narrative that will appear on your mortgage statement.

## ACCOUNTS ADMINISTRATION

### **Unpaid Direct Debit or Cheque (*Unpaid DD or Chq*)** **£20**

If a direct debit request is not met or a cheque is returned unpaid, we will charge on each occasion.

### **Duplicate Annual Mortgage Statement or Additional Statement Request (*Dup Statement*)** **£15**

We will send you an annual mortgage statement free of charge in January each year. A charge is made where a duplicate or interim statement is provided.

### **Provision of a Questionnaire (*Questionnaire*)** **£80**

If another lender requests details of your account and property title details, a fee is payable for completing the questionnaire.

### **Updating a Second Charge Holder (*Update 3rd Party*)** **£30**

If a second or subsequent charge holder requests up to date information and we hold your consent to provide this, we charge a fee.

### **Dispatch of Deeds (*Deeds Issue*)** **£70**

A fee is charged for retrieving and posting the deeds to your acting solicitor.

### **Transfer of Equity (Change of Owner)** **£150**

If you wish to apply to transfer the legal ownership of your property from joint names into a single name or single name into joint names, an administration fee is charged. This fee includes the release of Deeds. In addition solicitors fees will normally be payable.

### **Release or Surrender of Life Policy (*Life Policy Adj*)** **£50 per policy**

Where we agree to release or surrender any life policy which is held by the Society as security.

### **Redemption Fee (Residential Owner Occupied) (*Redemption Fee*)** **£120**

This is the charge for releasing our legal interest in the property.

### **Redemption Fee (Commercial or Rented Residential) (*Redemption Fee*)** **£195**

This is the charge for releasing our legal interest in the property.

### **Release of Collateral or Part Release of Security or Release of Guarantor (*Security Release*)** **£125**

If you wish to sell or dispose of a part of your property or release a guarantor we charge an administration fee for attending to this. A revaluation of the property may also be necessary and the fee for this will be advised separately.

### **Deed of: Priority or Postponement, Grant, Variation or Rectification (*Title variation*)** **£125**

If you wish us to consider a change in the mortgage priority over the property, a change in rights such as easement, restriction or right of way for the property, a change which may affect the title of the land or property, or any change in a document which may affect the title to the land or property then a fee is charged.

### **Consideration of Creation of Lease (*Lease Consent*)** **£250**

Consideration of leases including assessment by our legal adviser, where applicable, and our administration costs.

### **Unpaid Ground Rent or Service Charge (*Ground Rent Pay*)** **£60**

Where we make a payment of an outstanding sum to the freeholder or head leaseholder and add this to your mortgage balance to maintain our security, we will charge a fee to offset our expenses incurred.

### **Data Protection Act** **£10 per request**

You have the right to obtain a copy of your personal data held by us. This includes computer processed data as well as paper records that meet the Act's criteria.

### **Other Services** **On application**

Other charges may also be payable from time to time.

If applicable, a fee is inclusive of VAT at the relevant rate and an invoice will be issued.

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