

Admin fees applicable to Shared Owners and Leaseholders from 1st April 2026



prospa
HOMES

Description/Transaction	Fee (Including VAT)
Pre-sale enquiry pack (LPE1)	£210
Notice of Transfer	£65
Notice of Charge Consent to Mortgage Re-mortgage applications	£90 SO £45 LH
Deed of Covenant	TBA – cost will be specific to lease
Compliance Certificate	£45
Deed of Postponement	Not applicable to SO £90 LH
Application to sublet with Deed of Variation	£90
Resales	£210
Staircasing	£130
Copy of Lease (from Land Registry or if already held on file)	No charge for providing via email. £15 charge to send by post.
Insurance policy document	No charge for providing via email. £15 charge to send by post.
Lease Extensions admin fee	£90
Enfranchisement admin fee	TBA – cost will be specific to lease
Home improvements / alterations permission request BASIC/DESKTOP	£45
Home improvements / alterations permission request COMPLEX/DESKTOP	£110
Home improvements / alterations permission request COMPLEX/INCL SURVEYOR VISIT	£210
Deed of Variation	£130
RX4	£45
Application for Assignment e.g. Joint to Sole or Sole to Joint	£90
Surrender & Regrant of Lease application	£90

KEY - SO = Shared Owners and LH = Leaseholders