

Lease Administration Charges for 2026/27

Shared Owners	2026/27	Last year 2025/26	Variance
Administration Charges - VAT exempt	£ exVAT 2026/27		
Information			
Statements of account	£0	£0	-
Statement of account for completion	£0	£0	-
Copy of lease, insurance policy, or documents	£0	£0	-
Consents			
Consent for pets (apartment blocks)	£0	£0	-
Consent for subletting	£0	£0	-
Mortgage/further advance consent and undertaking	£0	£0	-
Consent for minor improvements/alteration	£0	£0	-
Initial fee for complex alterations (including one inspection), then £130 per hour	£195	£195	-
Non-payment and breaches of lease			
Non-payment reminder to a maximum of three escalation letters	£0	£0	-
Further non-payment letters for each communication	£45	£45	-
Home visit for arrears	£115	£115	-
Non-payment forbearance or repayment plan	£115	£115	-
Home visit for potential breach of lease	£135	£135	-
Possession proceedings – estimated costs and charges to be included with the notice of legal action	As notified	As notified	-
Changes of ownership - VAT to be charged			
For current shared owner:			
Staircasing administration fee for Interim, 1%, Final	£0	£0	-
Second copy of Memorandum of Staircasing	£30	£30	-
Leaseholder name change	£30	£30	-
Licence to Assign	£30	£30	-
Resale administration fee to be paid by selling shared owner	£275	£275	-
Lease extension administration fee (and landlord's legal fees to be paid)	£445	£445	-
Management packs where ReSI is the service provider (LPE2)	£195	£195	-
Management packs where ReSI is not the service provider	£90	£90	-
Management packs – supplemental enquiries	£45	£45	-
For resale purchaser:			
Certificate of compliance	£30	£30	-
Deed of Covenant	£30	£30	-
Notice of transfer/assignment	£45	£45	-
Deed of Variation (and requesting party to pay landlord's legal costs)	£90	£90	-

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Full owners	2026/27	Last year 2025/26	Variance
Administration Charges - VAT exempt	£ exVAT 2026/27		
Information			
Statements of account	£25	£25	-
Statement of account for completion	£115	£115	-
Copy of lease, insurance policy, or documents	£25	£25	-
Consents			
Consent for pets (apartment blocks)	£25	£25	-
Consent for minor improvements/alteration	£55	£55	-
Initial fee for complex alterations (including one inspection), then £130 per hour	£305	£305	-
Non-payment and breaches of lease			
Non-payment reminder letters	£55	£55	-
Home visit for arrears	£155	£155	-
Non-payment forbearance or repayment plan	£155	£155	-
Home visit for potential breach of lease	£155	£155	-
Possession proceedings - costs and charges to be included in notice	As notified	As notified	-
Changes of ownership - VAT to be charged			
For current owner:			
Leaseholder name change	£55	£55	-
Licence to Assign	£115	£115	-
Voluntary lease extension administration fee (landlord's legal fees to be paid)	£750	£750	-
Statutory lease extension administration	£750	£750	-
Statutory enfranchisement administration	£750	£750	-
Management packs where ReSI is the service provider (LPE2)	£305	£305	-
Management packs where ReSI is not the service provider	£115	£115	-
Management packs – supplemental enquiries	£55	£55	-
For purchaser:			
Freehold enquiries (e.g. estate rent charges) (FME1)	£195	£195	-
Certificate of compliance	£55	£55	-
Deed of Covenant	£55	£55	-
Notice of transfer/assignment	£55	£55	-
Deed of Variation (and requesting party to pay landlord's legal costs)	£115	£115	-

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Notes

1. ReSI Housing has a policy of not making administration charges for shared owners for routine matters such as general enquiries, requests for information, copies of documents, consents for minor improvements or keeping pets, nor for staircasing.
2. It is not possible to list all the possible events where Lease Administration Charges may apply, and in some complex cases there may be a higher charge than stated above. ReSI Housing will always provide an estimate in advance if an event is not listed above or is becoming complex. Please contact info@resi-housing.com
3. These charges are reviewed each year to apply from April and these reviews will be informed by the previous September annual change in CPI + 1%, provided that they remain fair and reasonable for the administration involved.
4. There are some circumstances where a superior landlord, for example where ReSI owns the head lease of an apartment in a building owned by an independent third-party freeholder, may levy their own assessment of the lease administration charge. In those circumstances ReSI will waive its intermediate landlord charge and levy the superior landlord charge.
5. ReSI charges an Annual Administration Charge in leases on new schemes, and on some older inherited leases, of £265 per year for 2024/5 which is collected monthly (£22.08 pcm). This Annual Management Charge is reviewed each year and is subject to a maximum increase of CPI+1%.