



P O Box 1075, High Wycombe, HP11 2WX  
DX149220 High Wycombe 13

## Tariff of Charges and Sundry Fees Guide

### Collection / Arrears Administration Fees

#### Monthly Collection / Arrears Management Fees

Where your arrears balance is equal to, or greater than, 1/3<sup>rd</sup> of the current monthly payment due on your loan account you will be charged **one** of the following monthly collection / arrears management fees in any particular month depending on your arrears status:

- **Late Payment Management Fee** **£25.00**  
Incurred each month when at close of business<sup>1</sup> on your contractual payment date the arrears balance on your loan account is equal to, or greater than, 1/3<sup>rd</sup> of your current monthly payment due<sup>2</sup> (*if your account is below this limit on the contractual payment date, no fee is incurred*).  
**OR**
- **Arrears Management Fee** **£85.00**  
Incurred each month when, **by the end of two weeks**<sup>3</sup> after your contractual payment date, the arrears balance on your loan account is equal to, or greater than, 1/3<sup>rd</sup> of your current monthly payment due<sup>2</sup>, or we have received notification from another Lender that they have taken possession of the secured property.  
**OR**
- **Litigation Management Fee** **£115.00**  
Incurred each month when, **by the end of two weeks**<sup>3</sup> after your contractual payment date, the arrears balance on your loan account is equal to, or greater than, one current monthly payment due<sup>2</sup> and where your account is being managed by our Litigation Management Team.  
**OR**
- **Repossession Management Fee** **£115.00**  
Charged to your loan account each month (including the month in which the property is sold) when your property has been taken into possession and remains in possession until the property is sold.

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<sup>1</sup> 5.30pm on any business day.

<sup>2</sup> All fees are triggered by reference to the current monthly loan payment due on the contractual payment date.

<sup>3</sup> Where that date is not a working day the next working day.



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## **Other Collection / Arrears Administration Fees**

<b>Capitalisation of Arrears Fee</b>	<b>£65.00</b>
Charged to your account when we agree to add your arrears to your loan balance. Your monthly repayments will be recalculated based on the new balance.	
<b>Failed Payment Fee</b>	<b>£9.00</b>
Charged to your loan account when a cheque, debit card payment, bank giro credit or direct debit has been returned unpaid by your bank e.g. due to insufficient funds or because you have cancelled your instruction.	
<b>Referral to Solicitors Fee</b>	<b>£50.00</b>
Charged to your loan account when a solicitor has been instructed to commence proceedings for the repayment of the debt.	
<b>Property Pre-market Fee</b>	<b>£250.00</b>
Charged to your loan account when engaging and arranging with third parties for your property in possession to be marketed for sale and preparing the marketing plan.	
<b>Third Party Fees</b>	<b>Varies</b>
You will be required to pay all costs we pay to third parties to recover any money owed to us or to protect our security or legal rights, e.g. Field Agent appointment <sup>4</sup> , Solicitor's costs, Estate Agent's costs. Where applicable, we will advise you before we instruct a third party.	

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<sup>4</sup> A fee may still be charged if following a request the Field Agent attends and the interview is declined, or where the Field Agent visit is cancelled.



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## Administration Fees and Charges

### **Cancellation of Buildings Only Insurance Fee** **£50.00**

Charged to your loan account where a buildings only insurance policy has commenced on our behalf and is subsequently cancelled following receipt of an acceptable buildings insurance policy schedule.

### **Data Protection Documents Fee** **£10.00**

Charged when you submit a request relating to the Data Protection Act. Payment is required prior to dispatch.

### **Deeds Release Fee** **£65.00**

Charged to your loan account when you or your Solicitor, require the original or copies of the deeds to your property.

### **Documentation Review Fee** **£65.00**

Charged to your loan account when you or an authorised third party requests a change to the property title or security, e.g. deeds of postponement, deeds of grant, deeds of variation, deeds of substitution or deeds of easement. Payment is required upon application.

### **Final Repayment Charge** **Varies**

This is a one off charge payable when you redeem your account in full. An Early Repayment Charge (ERC) on the amount you pay off may also apply. Please refer to your Loan Offer for details.

### **Lender Referencing and / or Consent Fee** **£65.00**

Charged when we are asked by an authorised third party to provide information regarding the conduct of your loan account and / or to consent to the registration of a charge against the property title. Payment is required prior to dispatch.

### **Part Sale of Property Fee** **£65.00**

Charged when a request is made to sell part of your property, alter the ownership of your property or approve any variation to the leasehold. You may also be charged a Deeds Release Fee and / or a Valuation Fee. Payment of the fee is required at the time of application. If the proceeds from the sale are to be used to reduce your loan balance, an Early Repayment Charge (ERC) may also be applied.

### **Partial Repayment Fee** **£65.00**

Charged to your loan account when you pay off part of the capital balance of the loan in excess of the normal contractual repayments. Please refer to your Loan Offer documentation as an Early Repayment Charge (ERC) may also be applied.

### **Product Change (Contract Variation) Fee** **£65.00**

Charged when your loan is switched from one product / repayment type to another or where the term is extended. Payment is required upon application.



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<b>Redemption Statement Fee</b>	<b>£35.00</b>
Charged when you, or an authorised third party acting on your behalf, requests a statement to show the total amount required to pay off your loan.	
<b>Re-Inspection / Re-Valuation Fee</b>	<b>Varies</b>
Charged when a re-inspection or a re-valuation of your property is required. The fee applies on a sliding scale basis (details are available upon request). Payment is required prior to instruction of the Valuer.	
<b>Release of Retention Fee</b>	<b>£65.00</b>
Charged to your account when retention monies are released.	
<b>Statement Fee</b>	<b>£35.00</b>
Charged when you, or an authorised third party acting on your behalf, requests an ad-hoc statement, a month-by-month breakdown of your loan payments or a month-by-month breakdown of your loan payments including arrears. Payment is required prior to dispatch.	
<b>Service Charge / Unpaid Ground Rent Fee</b>	<b>£100.00</b>
Charged when notification is received that there is unpaid ground rent and / or service charges on the mortgaged property and the unpaid rent / charge is then paid on your behalf and debited to the loan account.	
<b>Tenancy Agreement / Renewal Fee</b>	<b>£65.00</b>
Charged when a request is made to approve or renew a tenancy agreement. Solicitor fees may also be payable. Payment of the fee is required at the time of application. You will be notified of any changes to the interest rate charged on your loan as a result of the tenancy.	
<b>Third Party Fees</b>	<b>Varies</b>
You will be required to pay all costs we pay to third parties to recover any money owed to us or to protect our security or legal rights, e.g. Solicitor's costs. Where applicable, we will advise you before we instruct a third party.	
<b>Transfer of Equity / Title Fee</b>	<b>£65.00</b>
Charged when we agree to add a person to or remove a person from the title. You may also be charged for a Redemption Statement Fee and Deeds Release Fee if a Solicitor is instructed. Payment is required upon application.	

**All fees and charges are inclusive of VAT where applicable.**

Fees charged to your loan account are payable in accordance with the tariff. If not paid at the time the fee is incurred, interest will be applied according to the terms and conditions of your loan at the interest rate applicable from time to time.

**Our fees and charges are subject to change from time to time.**

**YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON A MORTGAGE OR ANY OTHER DEBT SECURED ON IT**