

## ARREARS ADMINISTRATION

The following charges are applicable to mortgages where the Society incurs additional administration costs in monitoring or dealing with accounts that are in arrears at the end of a calendar month.

### WHERE AN ACCOUNT IS IN ARREARS

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

Owner occupied property & second home

***£45 each month***

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

Including buy to let, residential investment portfolios etc.

***£65 each month***

**Security Revaluation (*Revaluation*)**

***£75***

**Capitalisation of Arrears (*Arr Capitalised*)**

***£50***

### LITIGATION

**Commencement (*Litigation*)**

***£125***

**Re-commencement (*Litigation*)**

***£125***

**Enforcement (*Litigation*)**

***£125***

Note - Legal costs are normally in addition to the above

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

If it is necessary for the Society to employ the services of a solicitor or any other agent in connection with any mortgage arrears, the Society will have the right to recover the costs from you.

***£500***

# TARIFF OF CHARGES

*Effective from 1st February 2010*

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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.

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## ACCOUNTS ADMINISTRATION

<p><b>Unpaid Direct Debit / Cheque (<i>Unpaid DD / Chq</i>)</b> If a direct debit request is not met or a cheque is returned unpaid, we will charge on each occasion.</p>	<b>£20</b>	<p><b>Conversion of Repayment Method (<i>Conversion Fee</i>)</b> If you request us to switch your mortgage repayment method, for example from an endowment to a capital and interest basis, an administration fee is charged</p>	<b>£100</b>
<p><b>Duplicate Annual Mortgage Statement / Additional Statement Request (<i>Dup Statement</i>)</b> You will receive an annual mortgage statement free of charge in January each year. A charge is made where a duplicate or interim statement is provided.</p>	<b>£15</b>	<p><b>Release of Collateral / Part Release of Security / Release of Guarantor (<i>Security Release</i>)</b> If you wish to sell / dispose of a part of your property / 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. This fee includes the Society's sealing fee.</p>	<b>£125</b>
<p><b>Provision of a Full Questionnaire (<i>Questionnaire</i>)</b> If another lender requests details of your account and property title details, we charge the other lender a fee for completing the questionnaire that they send us.</p>	<b>£80</b>	<p><b>Deed of: Priority or Postponement, Grant, Variation or Rectification (<i>Title variation</i>)</b> 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. This fee includes the Society's sealing fee.</p>	<b>£125</b>
<p><b>Updating a Second Charge Holder (<i>Update 3rd Party</i>)</b> If a second or subsequent charge holder requests up to date account information we charge a fee for providing the information.</p>	<b>£30</b>	<p><b>Letting your Property (<i>Consent to Let</i>)</b> The Society's <u>prior written consent</u> must always be obtained before creating any tenancy agreement. Where we agree, we will issue a letter confirming our consent.</p>	<b>£100</b>
<p><b>Registration of a Subsequent Legal Charge (<i>Legal Chg Reg</i>)</b> If you apply to take out a second mortgage with another lender there is a fee for registering this on our records.</p>	<b>£50</b>	<p><b>Consideration of Creation of Lease (<i>Lease Consent</i>)</b> Consideration of leases including assessment by our legal adviser and our administration costs.</p>	<b>£250</b>
<p><b>Dispatch of Deeds (<i>Deeds Issue</i>)</b> A fee is charged for retrieving and posting the deeds to your acting solicitor.</p>	<b>£70</b>	<p><b>Unpaid Ground Rent / Service Charge (<i>Ground Rent Pay</i>)</b> Where we make a payment of an outstanding sum to the freeholder / head leaseholder and add this to your mortgage balance to maintain our security, we will charge a fee to offset our expenses incurred.</p>	<b>£60</b>
<p><b>Photocopying of Documents from Title Deeds Packet (<i>Copy of Deeds</i>)</b></p>	<b>£10 per document</b>	<p><b>Owner Occupied Residential Mortgage - Building Insurance Arrangements (<i>Res Ins Charge</i>)</b> If you arrange your buildings insurance other than through the Society a fee is charged to offset the additional expenses occurred.</p>	<b>£25</b>
<p><b>Change of Ownership (<i>Change of Owner</i>)</b> If you wish to apply to transfer the legal ownership of your property from joint names into a single name or vice versa an administration fee is charged. This fee includes the release of Deeds. In addition solicitors fees will normally be payable.</p>	<b>£150</b>	<p><b>Commercial / Rented Residential - Buildings Insurance Arrangements (<i>Comm Ins Charge</i>)</b> Charge for assessing a policy to ensure that the level of cover and perils covered satisfactorily protect the property which is the Society's security under the mortgage.</p>	<b>£25</b>
<p><b>Release or Surrender of Life Policy (<i>Life Policy Adj</i>)</b> Where we agree to release or surrender any life policy which is held by the Society as security.</p>	<b>£50 per policy</b>	<p><b>Data Protection Act</b> 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.</p>	<b>£10 per request</b>
<p><b>Cancellation / Lapse of Life Policy (<i>Life Policy Adj</i>)</b> If you do not maintain the repayments on your endowment policy (or other financial investment) held by us as security and fail to provide us with an acceptable alternative, we may convert your mortgage to capital and interest.</p>	<b>£50 per policy</b>	<p><b>Other Services</b> Other charges may also be payable from time to time</p>	<b>On application</b>
<p><b>Redemption Fee (Residential Owner Occupied) (<i>Redemption Fee</i>)</b> This is the charge for releasing our legal interest in the property.</p>	<b>£120</b>		
<p><b>Redemption Fee (Commercial / Rented Residential) (<i>Redemption Fee</i>)</b> This is the charge for releasing our legal interest in the property.</p>	<b>£195</b>		