Shared Ownership admin charges

(Updated 1st July 2026)

All fees are inclusive of VAT unless stated. Fees are reviewed annually in line with the relevant policy.

Fees for selling your Shared Ownership home

Upfront request-to-sell fee	
There is a £250 non-refundable upfront fee payable when you request to sell your home. This covers the initial administration and processing of your resale application. **Please note: if you decide not to proceed after we begin processing your sale request, this payment will not be refunded.**	**£250**

Shared Ownership Resale Fee (includes the non-refundable upfront fee mentioned above).	
What it covers: Our complete service for approving your sale, including: • Approving the sale of your home (including waiving the nomination period). • Final buyer affordability checks with our nominated mortgage advisors. • Issuing the **Landlord Management Pack** (this contains information for your solicitor and should answer most standard enquiries). • Providing our approval for the sale to go ahead (assignment approval).	**£500**
Please note: you may be charged an additional third-party administration fee if there is an external management company maintaining the communal areas within your estate. Your solicitor will be able to advise you on this.	

Additional Solicitor Enquiries	
This fee will apply if your solicitor raises an enquiry outside of the Landlord Management Pack. This fee is charged per additional enquiry.	**£25**
For **multiple enquiries** (as solicitors usually raise several together), we charge this fixed fee.	**£100**

Notice of Transfer / Charge	
This is an administration fee for processing a Notice of Transfer and/or Charge and is collected on completion when a sale or remortgage completes.	**£75**

Copy of Share Certificate (specific sites only)	
This is a fee applied to Riverside Mews and The Strand if you need a copy of your share certificate.	**£42**

Deed of Covenant	
This fee covers the cost of approving a legally binding Deed of Covenant.	**£75**

Certificate of Compliance (Land Registry)	
This fee covers the cost of issuing a Certificate of Compliance to confirm to Land Registry that your buyer has met the lease requirements.	**£75**

Deed of Covenant + Certificate of Compliance (combined fee)	
If both documents are required, we can complete and issue them together for one combined fee.	**£120**

Licence to Assign	
This fee includes drafting, signing, and sealing the Licence to Assign.	**£120**

Fees for buying more shares in your home (Staircasing)

Standard Staircasing fee (if your lease allows)	
• This fee applies when you buy 5% or more shares in your home and covers the cost of coordinating the buying process with your solicitor. **Please note: this fee does not apply to all leases. Please check with your solicitor for further details.**	**£150 +VAT**

1% Staircasing (if your lease allows)	
• If your lease gives you the option to buy shares in 1% increments, this lower-cost route has a different process. **Please check with your solicitor for further details.**	**£0**

Staircasing and selling at the same time (simultaneous staircasing and resale)	
This fee will be applied if your sale involves increasing your share and selling your home outright to a buyer. **What it covers:** Our complete service for approving your sale, including: • Approving the sale of your home (including waiving the nomination period). • Issuing the Landlord Management Pack (this contains information for your solicitor and should answer most standard enquiries). • Providing our approval to staircase and sell your Shared Ownership home. **Bromford works with your solicitor and the buyer's solicitor to make sure the staircasing and sale happen together, so you don't have to do two separate transactions.** **Please note: you may be charged an additional third-party administration fee if there is an external management company maintaining the communal areas within your estate. Your solicitor will be able to advise you on this.**	**£500**

Bank details for upfront fees

Bank Account Name	Bromford Housing Association Limited
Account Name	BHA- Rent Account
Account Number	70207144
Sort Code	20-97-86
Name of Bank	Barclays Bank Plc, Wolverhampton, Queens Square, Wolverhampton
Reference to be quoted	EHST/RICS/First Line Property address

Bromford.
Shared Ownership

Fees for other services

(Updated 1st July 2026)

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Copy of your lease	
If you've misplaced your lease, we can obtain a copy from the Land Registry. Please note: it usually costs less to order this directly from the UK Land Registry. You may also be able to get a copy from your mortgage lender or the solicitor who acted when you purchased your home.	**£100**

Copy of fire safety certificate	
Available on request, or it will automatically be included as part of our Leasehold Management Pack.	**£0**

Copy of buildings insurance evidence	
This can be downloaded anytime from the Bromford website.	**£0**

Equity loan repayment / consent for second charge	
If you are repaying part or all of an equity loan, or need us to provide consent to a change of name on a second charge, we will coordinate and sign/seal the necessary documents for an administration fee.	**£350**

Fees for lease extensions

Bromford statutory administration fee	
Payable when a statutory lease extension Notice is served. This covers instructing our solicitor, checking your lease and title, and issuing the Section 42 Notice.	**£300**

Lease extension solicitor fee (voluntary and statutory)	
Our solicitor will prepare the draft lease and share it with your appointed solicitor. These fees can vary depending on the number of enquiries raised by your appointed solicitor.	**Voluntary £475 - £800 + VAT** **Statutory £850 - £1200 + VAT**

Independent RICS valuation	
A valuation is required to calculate the lease extension premium (including the term, reversion value, marriage value, and impact on Bromford's interest).	**£300 - £600 + VAT**

Valuation update (desktop)	
A RICS valuation is valid for 3 months. If your lease extension does not complete within this time, an updated valuation will be needed at an additional cost.	**£125 - £150 + VAT**

Bromford voluntary lease extension admin fee	
Payable when you choose to extend your lease voluntarily (outside the statutory route). Covers processing information requests, serving counter notices, and signing & sealing documents.	**£150**

Fees for remortgaging

Remortgaging (transfer of equity, further advance, or change of mortgage term)	
All remortgages of Shared Ownership homes require Bromford's approval under the lease and your lender will expect this approval.	£110

Postponement of charge	
When your lender requires Bromford's formal approval of a Notice of Charge.	£75

Additional remortgage fees	
If your lease requires a Deed of Covenant and a Certificate of Compliance for Land Registry, this additional fee will apply.	£120

Remortgage with no change of lender / consent letter	
If you are not changing lender or equity share but require formal consent, this reduced fee will apply.	£20

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