

Leaseholder Home Improvements - Fee Structure

Preserved Right to Buy / Right to Buy / Right to Acquire and Shared Ownership

There is a standard administration charge of £25 + VAT which is payable in advance for processing all applications for home improvements.

This payment can be made by: -

- Cheque made payable to Wakefield and District Housing Limited.
- Using your credit or debit card, by telephoning OneCALL on 0845 8 507 507, or at an automated cash machine located in your local Service Access Point.

The large majority of applications will only incur the cost of the standard administration charge. However, there are certain circumstances where additional costs may be incurred in order to cover the specialist services required to process your application. These will generally apply to leaseholders who have purchased a flat under the Right to Buy, Preserved Right to Buy or Right to Acquire schemes. Examples of this would be:

- Extensive work within the individual flat, which would affect the lease agreement.
- Improvements, which will reduce the current service charges (that is, replacing wood or metal windows to UPVC).

If your application does fall into one of these categories, WDH will notify you how much the costs will be, so you can make a decision as to whether you wish to proceed with the application. The costs will need to be paid first before any legal work and adjustments are made or written permission granted to carry out the improvements you are proposing.

If unauthorised work has already been carried out permission will need to be applied for retrospectively, this will apply to all leasehold schemes including shared ownership.

Fee Structure	
Standard Administration Charge	£25 + VAT
Applications requiring the re-calculation of existing service charges	£60 + VAT
Applications for retrospective approval for unauthorised work already carried out	£60 + VAT
Applications affecting the Lease Agreement and Plans Legal - £150 + VAT Plans - £125 + VAT	£275 + VAT

The fees are subject to an annual review