



Shared Ownership charges for services outside of the Lease for

2026/27

Shared owners - Leaseholders	
Administration Charges (inclusive of VAT)	
Information	
Statements of account	£0
Statement of account for completion	£0
Copy of lease, insurance policy, or documents	£0
Consents	
Consent for pets	£0
Consent for subletting	£205
Mortgage/further advance consent and undertaking	£180
Consent for improvements/alteration	From £0 up to £205 (case-by-case)
Consent for improvements/alteration – retrospective	£450
Non-payment and breaches of lease	
Non-payment reminder to a maximum of three escalation letters	£0
Further non-payment letters for each communication	£45 / £90 final warning
Home visit for arrears	£0
Non-payment forbearance or repayment plan	£0
Home visit for potential breach of lease	£0
Possession proceedings – estimated costs and charges to be included with the notice of legal action	As notified
Changes of ownership (inclusive of VAT)	
For current shared owner:	
Staircasing administration fee for 1% shares	£0
Staircasing administration fee for 5% shared or more including Final staircase	£246
Second copy of Memorandum of Staircasing	£0
Leaseholder name change	£0
Licence to Assign	£180
Resale administration fee to be paid by selling shared owner	£246
For resale purchaser:	
Certificate of compliance	£108
Deed of Covenant	£180
Notice of transfer/assignment	£180
Lease Variation (excluding valuation and landlord costs)	£228

Notes

- BluePine Living does not apply administration fees to shared owners for routine matters. This includes things like general queries, information requests, providing copies of documents or granting permission for keeping pets.



2. It isn't possible to cover every situation where Lease Administration Charges might apply, and in more complex cases the fee may be higher than the amounts listed. Where a scenario is not covered above or becomes more complex, BluePine Living will always give an advance estimate. You can get in touch at info@bluepine.co.uk
3. Charges are reviewed annually, with changes taking effect in April. Reviews are linked to the previous September Consumer Price Index figure, subject to the charges remaining fair and proportionate to the work required.
4. In some situations, a superior landlord, such as where BluePine Living holds a head lease in a block owned by an independent freeholder, may set their own lease administration charges. In these cases, BluePine Living will not charge its own intermediate landlord fee and will instead apply the superior landlord's fee.
5. On new developments, BluePine Living applies an Annual Administration Charge of £435.96 inclusive of VAT for 2026/27, payable monthly (£36.33). This fee is reviewed each year and will not rise by more than CPI.