

# TARIFF of CHARGES

Effective from 1st August 2011



We want you to be aware of the circumstances in which you may incur a fee. Detailed below is our latest tariff of charges, which are subject to change from time to time. A copy of the latest tariff will be sent to you each year, except where there have been no changes and no new fees introduced.

<u>TYPE OF FEE</u>	<u>NAME OF FEE</u>	<u>WHEN THIS FEE IS PAYABLE</u>	<u>AMOUNT</u>
<b>Mortgage Fees</b>	Additional Borrowing	Charged for processing an application for additional borrowing.	<b>£80</b>
	Application Fee	Collected with the valuation fee for processing an application for a Mortgage.	<b>£100</b>
	Balance/Statement Breakdown/Duplicate Mortgage Statement	If you ask us to provide detailed information relating to the balance or transactions on a mortgage account.	<b>£25</b>
	Change of Mortgage Type	When you ask us to switch your mortgage from repayment to interest only or vice versa.	<b>£30</b>
	Consent to Registration of a Subsequent Charge	Charged when we agree to a subsequent charge.	<b>£25</b>
	Contingency Buildings Insurance Fee	Charged when you are unable to obtain insurance and we need to insure our interest.	<b>£75</b>
	Copy Extract from Title Deeds	Charged for retrieving your Title Deeds and photocopying requested extracts.	<b>£25</b>
	Discharge Fee	When releasing the Society's charge when a mortgage is repaid and registering the discharge with the Land Registry.	<b>£125</b>
	Leasehold Servicing Fee	When we are requested to make payment of unpaid lease charges.	<b>£50</b>
	Lender's Reference/ Questionnaire	When completing a mortgage reference or questionnaire request from another lender.	<b>£75</b>
	Own Insurance Arrangements	If you choose to arrange you own buildings insurance this fee covers our contingency insurance costs.	<b>£30</b>
	Part Release of Security	Charged following a request from you or your solicitor to release part of the mortgaged security or approve legal documents.	<b>£75</b>
	Product Switch	When we have agreed to change your mortgage product.	<b>£75</b>
	Redemption Statement	If you or your solicitor request a statement to repay the mortgage.	<b>£50</b>
	Safe Custody of Title Deeds	If you ask us to retain the title deeds after you have repaid the mortgage.	<b>£20 per annum</b>
	Transfer of Ownership	Charged when the mortgage is transferred into different names.	<b>£60</b>
Unauthorised Letting/Breach of Mortgage Conditions	If you let the mortgaged property or breach the conditions of the mortgage without our prior written consent.	<b>£200</b>	

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<b>Arrears Fees</b>	Arrears Charge	Charged to your account if it is one month or more in arrears, and there is no agreement made and maintained with the Society to repay the outstanding balance.	<b>£20 per month</b>
	Arrears Visit	A visit to your home conducted by a Society representative.	<b>£50</b>
	Legal Proceedings Fee	If we need to instruct solicitors to commence court action to recover monies owed by you. You will also be liable for the solicitor's fees and any other costs incurred by us.	<b>£100</b>
	Repossession Fee	If we are forced to take possession of the mortgaged property to recover monies owed by you. You will also be liable for all other costs incurred by us in obtaining possession of your property.	<b>£500</b>
<b>Savings</b>	Accountant's/Audit Letter	If asked to provide detailed information relating to a savings account.	<b>£20</b>
	BACS Transfers - Savings	If asked to transfer funds electronically by the Banks automated clearing system.	<b>£10</b>
	Cash Withdrawals in Excess of £5,000	When a large cash withdrawal is requested.	<b>£25</b>
	Duplicate S352 Tax Certificate	When a duplicate certificate is requested by you.	<b>£15</b>
	ISA Void	Charged when we need to close an ISA account because you already hold an ISA with another provider.	<b>£25</b>
	Lost Passbook	When a replacement passbook is requested by you.	<b>£10</b>
	Balance / Statement	Charged if you ask us to provide written confirmation relating to the balance or transactions on a savings account.	<b>£10</b>
<b>General</b>	Data Protection Act	This fee covers the administration costs in providing information to you following a "subject access request" in accordance with the Data Protection Act.	<b>£10</b>
	Telegraphic Transfers (Savings & Mortgages) BACS Transfers (Mortgages)	If you or your conveyancer request money to be sent by Telegraphic Transfer or BACS when mortgage funds are released, or sent by Telegraphic Transfer for savings funds.	<b>£25</b>
	Returned Cheque/Direct debit	Where a cheque or direct debit is returned unpaid by your bank.	<b>£12</b>
	Payment by debit card (Mortgage)	Where a mortgage payment is paid by debit card.	<b>£1</b>
	Payment by Benefit Office (Mortgage)	Where mortgage payments are paid to us by a Benefit Office.	<b>£12 per annum</b>

### **IMPORTANT INFORMATION**

There may be other fees and charges (not listed above) which are made by the Society for providing additional services and these will be notified to you at the time the service is requested.

Please note that due to the manner in which interest is charged on a mortgage account, if the fee is added to your account we will not charge interest on it provided it is paid before the end of the month. If it is not, it will become part of the balance on which we will charge interest for as long as the amount remains unpaid.