

# Tariff of charges for commercial loans

With effect from 1st September 2016

## Service Charges

<b>Telegraphic Transfer (CHAPS)</b> Charged to your account any time you ask us to send funds to you, or to a third party, electronically via the banking system.	<b>£30</b>
<b>Data Subject Access Request</b> When you ask us to provide you with a copy of the personal information we hold about you.	<b>£10</b>
<b>Buildings Insurance Policy Charge</b> If you have not provided us with evidence that your property is insured with our interest noted, we will have to arrange contingency cover.	<b>Dependant on loan value</b>
<b>Buildings Insurance Administration Charge</b> Administration charge to process insurance policy cover.	<b>£30</b>
<b>Duplicate/Interim Statements</b> When you require an additional copy of an annual statement or require an interim statement to be produced for you.	<b>£20</b>
<b>Settlement Request</b> When we are asked to send a settlement statement to anyone other than yourself (e.g. solicitor, another lender).	<b>£30</b>
<b>Approval of proposed tenancy/lease</b> When we are asked to review a request for consent to a lease or tenancy agreement.	Residential Property <b>£150</b> Commercial/Other <b>£250</b>
<b>Deed of Postponement</b> When you ask us to postpone our charge in favour of another lender.	<b>£100</b>
<b>Unpaid Ground Rent or Service Charges</b> If we have to deal with your Freeholder to pay any arrears of your Ground Rent or Service Charges. We will add the fee plus the unpaid ground rent/service charge that we have paid on your behalf to your account.	<b>£90</b>
<b>Repayment Administration</b> When you repay your loan and we have to deal with closing your account and where applicable, removing (discharging) our charge from your property.	<b>£295</b>
<b>Part sale or transfer of your property</b> If you sell or transfer the ownership of part (not all) of your property or land (an additional deeds handling charge may be applicable).	<b>Variable charge based on number of properties</b>
<b>Consent for another lender</b> When we are asked to provide consent for another lender to create a subsequent charge behind our own.	<b>£100</b>
<b>Approval of easement or rights of way</b> When you ask us to review and consent to new easements or rights of way (an additional deeds handling charge may be applicable).	<b>£150</b>
<b>Part Repayment</b> When you make a lump sum payment which reduces the capital balance of your loan to restructure your account.	<b>£100</b>
<b>Mortgage Reference/Questionnaire</b> When we are asked to provide a mortgage reference or questionnaire to another lender (usually paid by the lender).	<b>£65</b>
<b>S106 Agreement</b> When we are asked to enter into an agreement between the borrower and the Local Authority Planning department with a view to the borrower obtaining planning permission for development purposes.	<b>£250</b>

## Arrears Related Charges

<b>Account Management</b> If your account is in arrears this charge will be applied for each month a payment date is missed or the account remains at least one month in arrears. This charge will not be applied if you maintain a payment arrangement previously agreed with us (and will not be charged if the Monthly Arrears Management charge is made or if the property is in possession or receivership).	<b>£75 per month</b>
<b>Monthly Arrears Management</b> Once an account has defaulted after two monthly payments are missed, this fee will be applied for each month a payment date is missed or the account remains at least two months in arrears. This charge will not be applied if you maintain a payment arrangement previously agreed with us.	<b>£250 per month</b>

## Litigation and Repossession

If legal proceedings are started against you to recover the amount of arrears that you owe us or to repossess your property, we will apply the relevant charges as set out below in addition to the Monthly Arrears Management charge.	
<b>Issue of Possession Proceedings</b> When we have to deal with all aspects of legal proceedings including the preparation and issuing of documents.	<b>£100</b>
<b>Your application to Suspend our Legal Action</b> If you apply to suspend our legal action this needs to be considered by us and acted upon as required.	<b>£40</b>
<b>Repossessing your Property</b> If we have to repossess your property, we will need to liaise with Managing Agents regarding the eviction and proposed sale strategy.	<b>£300</b>
<b>Possession Asset Management</b> For managing a repossessed property, including liaising with the property management agents (the Monthly Arrears Management charge will cease to apply at this point).	<b>£100 per month</b>
<b>Realisation of the sale of a repossessed property</b> Arranging for the sale and disposal of the property. We will appoint a solicitor to act in the sale and an additional charge will be made by the solicitor.	<b>£300</b>

## Property Receivership

If legal proceedings are started against you to recover the amount of arrears that you owe us, we may take action to appoint receivers to manage the property. If we do, we will apply the relevant charges as set out below.	
<b>Issuing a Demand to advise of the Appointment of a Receiver</b> Preparing and issuing the relevant demand advising of the proposed appointment of a receiver to obtain possession.	<b>£50</b>
<b>Appointing a Receiver to Manage the Account</b> Consideration of the appointment of a suitable agent, liaising with third parties, obtaining validity advice and enforcement by the receiver.	<b>£500</b>
<b>Receivership Asset Management</b> Liaising with the receiver including dealing with property management and where appropriate collection of rental income. There will be additional charges made by the receiver (the Monthly Arrears Management charge will cease to apply if a receiver is appointed).	<b>£100 per month</b>

## Other Third Party Charges

Other third party charges may be incurred. For example, we may appoint independent firms to carry out arrears, litigation and repossession work on our behalf. Where we do so you will be liable to pay their costs and their agents costs and these will be added to your loan account. The charges will vary depending upon the nature of the work they perform. If you would like additional information on the nature of the work covered by these charges please contact us.

**Property Visits**  
If you request (or we instruct) one of our Field Collection Agents or Relationship Managers to visit you to gain an understanding of your circumstances and agree a mutually acceptable payment arrangement or solution to your arrears situation, an additional charge will be made by them for this.

**Repossessed Property**  
Other costs incurred in securing, maintaining and insuring the property will be charged to the account. A managing agent will be appointed to market and sell the property and an additional charge usually based on a percentage of the sale price will be applied. We may appoint a solicitor to act during litigation and in the sale of a property we have repossessed and an additional charge will be made by them for this.

**How is interest charged?**  
Interest will be charged on unpaid fees and charges at the interest rate applicable to your loan. You can pay the charges that have been applied to your balance at anytime, to prevent interest being charged.