

# Tariff of Mortgage Charges

**Our Tariff of Charges fully reflects good practice principles and has been designed in a similar format to that used by other industry firms to help customers compare mortgages.**

These charges are correct as of March 2022. An up to date tariff can always be found at [www.landmarkmortgages.com](http://www.landmarkmortgages.com). When looking at the fees other firms charge, you may notice some that don't appear in our tariff. This means we don't charge you these fees.

Please note: VAT is not applicable to any of these fees or charges unless specified.

<b>Before your first monthly payment</b>		
These are the fees and charges you may have to pay before we transfer your mortgage funds.		
<b>Name of charge</b>	<b>What this charge is for</b>	<b>How much is the charge?</b>
<b>Application administration fee</b> <b>Porting Only</b>	Charged for the administration of assessing and processing your application (even if your application is unsuccessful or you withdraw it).  Payable at the start of the application (e.g. when porting). Non-refundable.	£200.00
<b>Legal fee</b>	You will normally instruct a solicitor to act on your behalf in connection with your home purchase transaction. You may be required to pay their legal fees and costs as part of their work on your behalf. These fees/costs are normally charged by the solicitor, directly to you, unless we tell you that we will contribute to the legal costs as part of your product deal.	Variable – Please ask your Solicitor to confirm these costs
<b>Re-inspection fee</b>	If your mortgage is released in stages and you are using it to renovate your home, this covers the new valuation we need to do after the work's carried out. This would be carried out before releasing funds.	£50.00 + VAT
<b>Valuation fee</b>	The lender's valuation report, which is used to calculate how much it will lend you. This is separate from any valuation or survey of the property you might want to commission. There are other homebuyers or structural survey options available to you at a cost and there may be different approaches in different parts of the UK.  Some mortgages offer free valuations – the product details for your mortgage will tell you if this is the case.	From £175 + VAT
<b>Valuation re-type fee</b>	This fee is charged to cover the cost of the administrative work involved in copying your existing valuation report to our records. <b>Valuation Retypes are only accepted for Scottish properties and must have been carried out in the last three months.</b>	£30.00 + VAT

<b>If you ask us for extra documentation and services beyond the standard management of your account</b>
We no longer charge any fees if you ask us for extra documentation and services beyond the standard management of your account. This may include duplicate or interim statements, or requests for legal documentation relating to your mortgage (e.g. Title Deeds that you ask for).

<b>If you change your mortgage</b>		
Note: If you port your mortgage, the 'Before your first monthly payment fees' may also apply at this stage.		
<b>Name of charge</b>	<b>What this charge is for</b>	<b>How much is the charge?</b>
<b>Consent to Let fee</b> <b>We call this an 'Agreement to Letting Fee'</b>	If you want to let your property but don't have a Buy-To-Let mortgage, you will pay this for each consent to let agreement, where we agree to you letting out your property for a set period, usually 12 months, within your existing owner-occupier mortgage.  This fee covers the administration costs of us assessing your application and agreeing to your request to let out your property on a residential mortgage. This fee will be charged in advance for every 12 months whilst your property is let.	£31
<b>Change of guarantor fee</b>	Some mortgages have a guarantor or guarantors with a legal responsibility to cover your payment if you miss any instalments. This charge applies if you wish to remove a guarantor. We do not currently accept new guarantors.	£180.00

<b>Security Amendment fee</b>	Payable when amendments are made to the security address where an update at the land registry is required, for example a partial release of land or a lease extension. It covers administration costs, including sealing the relevant legal deed and issuing letters of consent.  Please note a valuation fee may also apply as part of this transaction and the cost will be confirmed in advance of proceeding.	£70.00
<b>Second charge questionnaire</b>	Charged to a Secured Lender or other firm for our administration costs when they request any information, or a reference on the conduct of your account, for the purpose of you taking out a second mortgage, which is to be secured against the property that you mortgaged with us.	£20.00 + VAT
<b>Second charge mini questionnaire fee</b>	Charged to another lender for any subsequent information requested following completion of an earlier second charge.	£20.00 + VAT
<b>Giving you a reference We call this a Reference Request Fee</b>	Charged if another lender asks us for a mortgage reference, such as how you have managed your mortgage account with us. We will only supply this if you have given us permission.	£20.00 + VAT
<b>Change of parties' administration fee</b>	Our administrative costs of assessing an application to add or remove someone (a 'party') from the mortgage.	£180.00
<b>Ground Rent/Service charge</b>	We charge this fee when we pay your Ground Rent and/or Service Charges following a request from your Freeholder or Management Company. This is charged as soon as we make the payment.	£30.00

### If you are unable to pay your mortgage

These are the charges you may have to pay if you fail to keep up with your mortgage payments. Some charges, like those covering unpaid or returned Direct Debits or cheques occur at the early stages of your inability to pay.

Other charges, relating to our repossession of the property, may apply later in the process and will be dependent on your circumstances.

<b>Name of charge</b>	<b>What this charge is for</b>	<b>How much is the charge?</b>
<b>Additional interest</b>	If your account goes into arrears additional interest may be charged on the outstanding monthly payments (at the same rate as applies to your loan). Additional interest compensates us for not having the use of the money we should have received.	Variable
<b>Unpaid/returned Direct Debit or cheque</b>	Payable when your nominated bank rejects a Direct Debit collection, or your cheque is returned unpaid by your bank.  These fees cover the costs involved in contacting you and the additional work involved in administering the account. The unpaid cheque fee is charged each time a cheque is returned by your bank unpaid. The Direct Debit fee is charged when a Direct Debit is returned unpaid but will only be applied a maximum of once per month.	£6.50
<b>Arrears fee We called this an 'Arrears Administration Fee' (Previously called arrears two months &amp; over fee)</b>	Whilst your account remains in arrears by two monthly payments or more, we will apply a charge every month towards the administrative costs incurred in supervising the account. This fee will continue to be charged if we start litigation proceedings until we take possession.  This fee will not be charged in any month where the full monthly payment is made, or if the account is subject to a formal arrangement which has been maintained.	£40.00
<b>Trace fee</b>	Charged to trace an individual customer who has left the security address. A standard trace will allow us to trace a customer within 21 business days and an express trace allows us to trace a customer within 5 business days.	<b>Standard</b> £25 + VAT <b>Express</b> £35 + VAT
<b>Field Agent service</b>	Charged for each property visited if we must instruct a Field Agent to visit you. This fee covers the cost of the agent's time. This fee will be waived if you meet with the Field Agent and discuss your circumstances in full.	Up to £100.00 + VAT
<b>Field Agent service – If we hold a court order/ decree</b>	Charged for each property visited if we must instruct a Field Agent to visit you. This fee covers the cost of the agent's time. This consultation will provide you with a further opportunity to discuss and review your current circumstances. The cost of this consultation with a Field Agent will be charged to your mortgage account whether you meet with the Field Agent or not.	Up to £100.00 + VAT
<b>Field Agent service - Other</b>	Charged for each property visited if we must instruct a Field Agent to visit you. This fee covers the cost of the agent's time. Such situations could include checking the occupancy of a property, including whether it is being let without permission.	From £45.00 + VAT
<b>Instructing Solicitor fee</b>	A fee will be charged by us if we need to instruct solicitors to take action. This could be due to arrears, to sell the property if you have a balance remaining at the end of the mortgage term, or if you have a Lifetime mortgage and we need to sell the property. This is in addition to the solicitor's own fees which will also be charged to the account. This fee also covers them obtaining a court order for possession of your property.	£40.00

<b>Cancellation of possession</b>	This charge is made when an eviction appointment is cancelled less than 5 working days before an eviction appointment, excluding the day of possession.	£50.00 + VAT
<b>Cancellation of possession – on the day</b>	This charge is made when an eviction appointment is cancelled on the day of the appointment.	£125.00 + VAT
<b>Solicitor fees</b>	You will be charged the cost of legal proceedings to enforce the provision of the Mortgage Deed or Legal Charge when your account is in arrears, or you have breached the conditions of the mortgage. The work will be outsourced to external solicitors. The amount charged will depend on the work carried out and the time the account remains in the hands of solicitors.	Variable
<b>Possession fees</b>	Charged to ensure the locks are changed, the water system is drained, and any remaining items are removed. Also includes ongoing maintenance of your property, valuation, Energy Performance Certificate or Home Report fee which is charged to market your property, Asset Management fees and if applicable auction fees.	Variable
<b>Possession insurance fee</b>	Charged to cover the cost of insuring your property while in possession. This will be added to the outstanding mortgage balance on a monthly basis until the property is sold.	Variable
<b>Solicitor conveyancing fee</b>	These are the legal fees charged by our legal representatives for preparing the legal documentation and additional legal requirements relating to the sale of a property in possession.	Variable
<b>Selling agent's fee</b>	Charged by the Asset Manager handling the sale of your property in possession and deducted from the proceeds of the sale.	Variable
<b>Investigation fees</b>	Charged to trace the whereabouts and to report on the financial status of absentee customers.	Variable

<b>Other Fees</b>		
<b>Name of charge</b>	<b>What this charge is for</b>	<b>How much is the charge?</b>
<b>Third Party fees</b>	You will be required to pay all third-party expenses we reasonably incur, if you bring a claim against us in court where we must instruct Solicitors to act on our behalf during proceedings. These costs will depend on the nature of the work carried out by our Solicitors. The fees and costs are charged by the Solicitors and will be debited to the mortgage account in line with the mortgage Terms and Conditions.	Variable

<b>Ending your mortgage term</b>		
<b>Name of charge</b>	<b>What this charge is for</b>	<b>How much is the charge?</b>
<b>Mortgage exit fee We call this a Discharge of mortgage fee</b>	<p>You may have to pay this if:</p> <ul style="list-style-type: none"> <li>-You transfer the loan to another lender</li> <li>-You transfer borrowing from one property to another</li> <li>-Your mortgage term comes to an end</li> </ul> <p>This is payable when your account is repaid or if you transfer the loan to another lender or another property (known as 'redemption').</p> <p>You may be charged a separate fee by your solicitor or licensed or qualified conveyancer for their work relating to redemption of the mortgage and discharge of the security.</p> <p>This fee will be charged on redemption to cover all necessary administrative work related to the redemption.</p>	<p>As specified in the documentation you were provided with when you took out your mortgage</p> <p>Up to £250</p>

If you require correspondence in an alternative format, such as Braille, large print or audio, please call us on 0330 159 7152\*. Lines are open 8.30am-6.00pm weekdays. Alternatively, please contact us via our website at [www.landmarkmortgages.com](http://www.landmarkmortgages.com).

YOUR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE OR ANY OTHER DEBT SECURED ON IT