

## Tariff of Charges

Our tariff of charges reflects the mortgage industry's initiative with the Council of Mortgage Lenders and Which? to make our fees and charges easy for you to understand.

Our tariff reflects the industry's good practice principles. The same document is being used across the industry to help customers compare mortgages.

If you change your mortgage or ask for extra documentation and/or services beyond the standard management of your account.	
<b>Change of parties administration fee</b> Our administrative costs of adding or removing someone (a 'party') from the mortgage. At Keystone Property Finance we will charge this fee for considering your request.	<b>£155.00</b>
<b>Change of repayment method fee</b> May be charged if you request the transfer of all or part of your mortgage from a capital repayment to an interest-only or interest only to capital repayment basis.	<b>£60.00</b>
<b>Duplicate / interim statement fee</b> Requesting a copy of a previous mortgage statement or an interim statement of your account as it stands. It might be paid by you or another lender.	<b>£25.00</b>
<b>Improvement grant application fee</b> Charged when a Local Authority requires mortgage information in connection with works to bring the property up to the required building standards.	<b>£50.00</b>
<b>Partial release of property fee</b> Charged if you want to remove part of the property or land from the mortgage. It covers administration costs, including sealing the relevant legal deed and issuing letters of consent. At Keystone Property Finance we will charge this fee for considering your request.	<b>£100.00</b>
<b>Property revaluation fee</b> When an up to date valuation of your property is required. You may also have to pay additional charges incurred by the valuer: we will tell you about this at the time of the valuation.	<b>Variable</b>
<b>Unpaid ground rent/ service charge fee</b> Charged if we have to deal with outstanding ground rent, service charge or other arrears on your account. If the arrears remain unpaid we may decide to pay them adding the amount to your mortgage or loan account.	<b>£100.00</b>
If you are unable to pay your mortgage	
These are the most common charges you may have to pay if you fail to keep up with your mortgage payments. Some charges, for example those covering unpaid / returned direct debits or cheques, occur at the early stages of your inability to pay (arrears). Other charges, for example, relating to our repossession of the property, may apply later in the process and will be dependent on your circumstances.	
<b>Appointment of receiver fee</b> Instructing a receiver to manage and administer your property. The receiver's costs are also payable in addition to this fee.	<b>£300.00</b>
<b>Unpaid/returned direct debit</b> Payable when your nominated bank rejects a direct debit collection, or your payment by cheque is returned unpaid by your bank.	<b>£20.00</b>

<p><b>Arrears Fee</b> You may be charged an arrears fee monthly, or when specific events happen in the management of your account when you are in arrears. This covers charges in respect of your account if you fall behind with your payments.</p>	<b>£40.00</b>
<p><b>Commencement of proceedings fee</b> This fee may be charged if legal proceedings are commenced for recovery of your mortgage debt. You will also be liable for disbursement payments made to third parties and/or costs/expenses incurred by the lender (e.g. court fees etc.)</p>	<b>£100.00</b>
<p><b>Monthly property management fee</b> Monthly fee for managing the process of arranging agents to take possession of the property and all administration whilst the property remains in possession. This fee does not cover charges made by third parties e.g. estate agents.</p>	<b>£42.50</b>
<p><b>Trace customers fee</b> If we have to undertake investigations to locate you in the event of no contact. Further fees may be charged by the agent.</p>	<b>Variable</b>
<b>Ending your mortgage term</b>	
<p><b>Mortgage exit admin fee</b> Payable either at the end of the mortgage term, or before the end of your mortgage term if you repay the loan in full, transfer the loan to another lender or another property (known as 'redemption'). 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>	<b>£135.00</b>
<p><b>Early repayment charge</b> You may have to pay this if you overpay more than your mortgage terms allows or if you switch mortgage product or lending during a special rate period (e.g. while you are on a fixed or tracker interest rate). Details of these charges will be shown in your Mortgage Offer.</p>	<b>Variable</b>

This is a list of charges which you may have to pay in relation to the administration of your mortgage. We will send you a copy of this with your annual statement each year. This tariff does not include charges relating to taking out a new mortgage.

The above fees are not exhaustive and may vary according to the complexity and details of each case. If we make a charge to cover administration costs in relation to your mortgage outside of this tariff, you will be advised on request, or by providing reasonable notice of the costs to be incurred. You will have to pay any other Expenses we incur that you are responsible for under the terms of your Agreement including costs we pay to third parties (e.g. solicitors, asset managers, receivers) that we may instruct to recover any money owed to us, or to create or protect our security, or in any other exercise of our legal rights.

These charges are inclusive of VAT where applicable and may be subject to change.

Effective as of 10 September 2018

**YOUR PROPERTY MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS  
ON YOUR MORTGAGE.**