

The **co-operative** bank
good with money

Tariff of charges for mortgage services

Tariff of charges

As part of our commitment to keep you fully informed of our mortgage fees and charges, we have outlined below the charges for services you may use in the future. We reserve the right to vary the amount of these charges (whether by increasing or decreasing the amount) to reflect the reasonable cost to the Bank associated with such services. If we amend any of these charges, we will send you an updated copy of this tariff. Any additional charges for services not shown here will be confirmed at the time the services are requested. You can contact us if you require any charges explaining or just require further information. An updated copy of this tariff is available on request by calling 08000 288 288.

Mortgage administration charges

New mortgages

Pre Completion Product Fee – to change your mortgage product after our final offer has been issued, but before your mortgage completes. Or when your further advance offer has been returned to the Bank, but before it completes.

£100

Account administration

Breakdown of Mortgage Transactions – following a request for a breakdown of payments on a mortgage account.

£16

Change to Original Terms and Conditions – where you request a change of your original terms and conditions (such as changes to names or term).

£54

Confirmation of Interest Charged – following a request for production of interest charged during the tax year.

£16

Creation/Release/Removal of Guarantor – for the administration involved in approving, releasing and removing a guarantor from the mortgage.

£107

Data Protection Act – request for information.

£10

Duplicate of Annual Mortgage Statement – additional copy of annual mortgage statement.

£11

Duplicate of Redemption Statement – charged, in any calendar year, where additional redemption statements are requested. First statement in any calendar year is free.

£11

Land Registry Fee – visit their website at landregisteronline.gov.uk for more information.

Lapse of Own Buildings Insurance Cover – where an insurance company advises that the borrower has either allowed their building insurance policy to fall into arrears or to lapse and the property is no longer insured. This does not include any insurance premiums you are required to pay to maintain your building insurance cover.

£27

Lender's Reference – provision of details of your account to another Party (this will only be provided on your authorisation).

£59

Letting Administration – where consideration is given for permission to let/rent your property (the interest rate may also be increased dependant on the letting terms and the status of your mortgage). This charge will also apply to buy to let mortgages.	£107
Re-valuation of Property – for transfer of equity, sale of land, further advances etc.	£70
Returned Cheque or Direct Debit Fee – charged on each occasion a monthly mortgage payment, when correctly presented, is not met or returned unpaid.	£35
Second Mortgage Consent Fee – where consent is granted for a second mortgage.	£32
Second Mortgage Questionnaire – charged if you take out a second mortgage on your property and we are required to complete a second charge questionnaire.	£64
Tenancy Agreement Approval – verification of tenancy agreement and administration in obtaining the Bank's consent.	£80
Transfer of Equity/Adding/Removing Borrowers – where you ask us to add or remove borrowers from the mortgage account and/or if a transfer of equity is made between borrowers.	£107
Transfer of Mortgage Type – where you ask for the repayment method of your mortgage account to be changed, e.g. you change your payments from capital and repayment to interest only. We do not charge for transferring from interest only to capital and repayment.	£105
Unpaid Ground Rent/Service Charge – when we receive notification by the Landlord that leasehold charges (such as ground rent or service charges) have not been paid. We will add the fee and the unpaid rent or service charge to your mortgage account if appropriate.	£54

Deeds handling

Copy of Plan on Mortgage Deed – When you ask for a copy of the Deed Plan.	£27
Document Production – when a request is received for a copy of your Title Deeds or other stored documents.	£54
Grant of Easement or Other Deed Variation – administration in verifying deed changes.	£64
Part Release of Security – where we agree to release a part of the security of the property, e.g. agree to the sale of a piece of the land.	£107

Need more information?
08000 288 288
co-operativebank.co.uk/mortgages

Mortgage arrears charges

Mortgage arrears

Capitalisation of Arrears – when any arrears are added to the capital balance of your mortgage.	£54
Court Hearing – charged when a hearing date is received and a Bank representative is required to attend (does not cover solicitor’s costs or disbursements).	£107
Litigation Fee and Valuation – revaluation fee of your property at the point of passing your account to our solicitors to commence litigation (includes pre-sue field counselling).	£107
Monthly Arrears Charge – payable each month where we have to contact you by letter or telephone regarding arrears on your account or you have failed to keep up your payments within an agreed payment plan.	£38
Receiver Appointment Fee and Administration.	£161
Referring Account to Solicitors – to collect arrears or seek possession.	£38
Suspension of Warrant – instructions to court bailiff to obtain possession are withdrawn or suspended.	£21
Taking the Property into Possession – whether court order or voluntary and including administration work from possession to sale of the property.	£322

These charges do not include additional variable fees that will be charged when we incur solicitor’s charges, selling agent’s charges, tracing agent fee, conveyancing charges, home visits and other expenses in connection with an arrears or possession case. We will advise you of what these charges will be. You will be liable for all costs involved and these costs will be debited to your mortgage account.

Defended claims and other non-standard matters

Further costs may be charged where defended claims occur or non-standard matters arise. We will endeavour to keep these costs to a minimum.

Litigation fees

Enforcement.	£209
Issue Proceedings.	£268
Letter of Claim/Pre-action Administration.	£135
Preparation for Court Hearing.	£188

Additional information about managing your mortgage

As a responsible lender, we are committed to helping our customers through any difficulties they might have paying their mortgage payments. If you have any concerns about your general financial position, we would encourage you to call one of our trained advisers on **08000 288 288**.

Interest Only mortgages

If your mortgage is on an interest only or a part capital, part interest only basis, it is your responsibility to ensure that you have a repayment method in place which is on course to repay your mortgage within your chosen term.

If the method of repaying your mortgage is now unlikely to repay the mortgage within your chosen repayment period and if you would like to discuss other alternative repayment options, please contact us on **08000 288 288**.

Lending into Retirement

If your Mortgage Term extends into your proposed retirement age, it is your responsibility to ensure that you have sufficient financial provision in place to support your lending into retirement. If you would like to discuss your options with regard to this matter please contact us on **08000 288 288**.

Financial difficulties

If you get into financial difficulties and find that you cannot make your mortgage payments – or believe that in future you may not be able to meet your payments – please talk to us as soon as possible. The telephone number is **08000 288 288**. We have a dedicated team who may be able to provide possible solutions to your current situation, or may be able to put you in touch with an external organisation called Consumer Credit Counselling Service (CCCS) on **0800 975 9558** or visit their website at **cccs.co.uk** CCCS is a registered charity whose purpose is to assist people by providing free, impartial, independent and realistic advice.

Need more information?

08000 288 288

[co-operativebank.co.uk/mortgages](https://www.co-operativebank.co.uk/mortgages)

good with money

Current accounts

Accounts for children

Student accounts

Mortgages

Loans

Credit cards

Savings

Business & community banking

Ethics as standard

*Teenage Kicks – thinking about starting a youth group
or project in your area? Get it up and running with a
£1000 grant from helpyourselfes.org.uk*

**Please call 08457 212 212 if you would like to receive this information
in an alternative format such as large print, audio or Braille.**

**The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England and
Wales No. 990937.**

Co-operative Financial Services Limited, Registered Office: New Century House, Manchester M60 4ES. Registered Number IP29379R.

**The Co-operative Bank is authorised and regulated by the Financial Services Authority (No. 121885),
subscribes to the Lending Code, is a member of the Financial Ombudsman Service and is licensed by the
Office of Fair Trading (No. 006110).**

All fees are inclusive of VAT where applicable. The amount due for the provision of these services will be added to your mortgage account at the time the service is provided, unless payment has already been made. To avoid interest payments, all charges can be paid immediately. There are some other costs which you may incur as a result of your mortgage, for instance if you require a structural survey on your purchase property. These costs will be charged by the specialist providers and not by The Co-operative Bank p.l.c.

**Tariff of charges valid with effect from 12th December 2009. If you are on a CAT standard product, these changes will
come into effect after 90 days.**

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

Calls may be monitored or recorded for security and training purposes. For BT customers, calls to 0800 numbers are free and calls to 0845 numbers will cost no more than 4p per minute. Call charges from other companies may vary and you may want to check this with your service provider.