

Consents and Alterations

Service	Cost (Inclusive of VAT)	What it Includes/Notes
Request for consent for alterations	£120.00	Issue proforma. Review and assess planned alterations. Check Lease and legal requirements. Liaise with Directors. Apply approval where appropriate. Electronic archive of document.
Request for consent for alterations and liaise with 3rd parties	£90.00 (additional charge)	Liaise with 3rd parties (other than Directors) to obtain consent for alterations. 3rd parties to include surveyors, councils, builders.
Retrospective consent for alterations	£180.00	Issue Proforma. Review and assess work that has already been carried out. Check Lease and legal requirements. Liaise with Directors. Apply approval where appropriate. Electronic archive of document.
Deed of variation	£180.00	Review and assess the information contained in the Deed of Variation. Liaise with Director. Arrange approval and signature. Electronic archive of the document.
Licence to assign	£120.00	Review and assess information contained in the Licence to Assign. Liaise with Director(s). Arrange approval and signature. Electronic archive of the document.
Application to keep a pet	£42.00	Provide and review the Lease to check the legal requirements for the property. Liaise with Directors. Apply approval where appropriate.

Should you have any queries please do not hesitate to contact us.

Payment should be made using the account details below:

Sort Code – 20-13-67

Account Number – 50519413

Reference – Client Surname and first line of the address to be sold