

Harpenden Building Society is closely involved in the mortgage industry's initiative with UK Finance and Which? to make our fees and charges easy for you to understand.

Our tariff of charges fully reflects the initiative's good practice principles. This same document is being used across the industry to help customers compare mortgages.

When looking at the fees that other firms charge, you may notice some that don't appear in our tariff (below). This means we don't charge you these fees.

WHEN YOU WILL PAY THIS CHARGE

Before your first monthly payment

These are the fees and charges you may have to pay before we transfer your mortgage funds.

Name of charge	What this charge is for	How much is the charge?
Application fee	Assessing and processing your application. The fee is non-refundable should the application be unsuccessful or is withdrawn, however is refundable in full and applied to the customer's mortgage account on successful completion of the mortgage. Please note that your mortgage Broker will advise you of any fees payable to them as part of the mortgage application in addition to this.	£100.00
Funds transfer fee	Electronically transferring the mortgage funds to you or your solicitor by CHAPS (Same day payment). Please note that we automatically transfer the funds via BACS which is free of charge and takes three working days to reach the designated bank account, unless specified.	£15.00
Legal fee	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 (i.e. all legal costs referred to here are to cover the Society's legal costs and not your own). In addition to this you will also be liable for any further fees incurred for additional work undertaken by your solicitor. Please note that one of our requirements is that the solicitor of your choice has at least three partners. If this is not the case they are still welcome to act for you, however the Society will instruct our own solicitors and you will be responsible for these fees too. To clarify under these circumstances you will have to pay both sets of solicitor's legal costs for conveyancing work undertaken. (Please note that for development loans our solicitors must act for both parties in all cases).	Circa £360.00
Arrangement fee	This is charged on some mortgages as part of the deal. It can be paid up-front or added to the total mortgage amount. If you add it to your mortgage, you'll pay interest on it at the same rate as the rest of your borrowing and this will cost you more over the lifetime of the loan. It might be a flat fee, or a percentage of the loan amount.	Please refer to Lender
Valuation fee	The lender's valuation report is used to calculate how much you may be eligible to borrow. 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, however Harpenden Building Society products do not offer this facility.	Please refer to the HBS Valuation Fee scale

WHEN YOU WILL PAY THIS CHARGE *(continued)*

Before your first monthly payment

These are the fees and charges you may have to pay before we transfer your mortgage funds.

Name of charge	What this charge is for	How much is the charge?
Re-inspection fee	If your mortgage is released in stages and you're using it to renovate your property, this covers the new valuation we need to do after the work's carried out.	Minimum £100 + VAT For Development loan re-inspections please refer to Lender

If you ask us for extra documentation and/or services beyond the standard management of your account.

Name of charge	What this charge is for	How much is the charge?
Duplicate/ interim statement fee	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.	£20.00 (per copy)
Request for legal documentation fee	Any copies of original documents relating to your mortgage, e.g. Title Deeds that you ask for.	Full £30.00 Up to 10 sheets - £15.00
Duplicate request for certificate of interest paid (for each year) fee	Requesting a copy of a previously issued certificate of interest paid.	£20.00 (per copy)
Consent for a second or subsequent charge	Completion of a questionnaire for a second Mortgage provider and providing our consent if approved.	£50.00
Data Protection Act	Access to personal records held by the Society. *The Society may charge a reasonable fee for the administrative costs of complying with the request where the Society deems it to be manifestly unfounded, excessive, or a duplicate copy of documentation.	£00.00*

WHEN YOU WILL PAY THIS CHARGE

If you change your mortgage

NB If you change to a new mortgage product, the 'before your first monthly payment' fees may also apply at this stage.

Name of charge	What this charge is for	How much is the charge?
Additional borrowing	For the administration of an additional borrowing application and assessment of suitability. For Self-Build and Development Mortgages only. *Please note that additional legal costs will also be incurred for all additional borrowing. In the event that additional borrowing and a term extension are requested concurrently, only the additional borrowing fee will be charged.	£85.00* £0.25%-1.5% (of advance requested. Min: £500*)
Change of term fee	Extending or reducing the remaining term of your mortgage. For Self-Build and Development Mortgages only. (Applicable to term extension requests in excess of 3 months. Under 3 months will incur no fees).	£60.00 £500.00
Change of repayment method fee	Transferring all or part of your mortgage from a repayment to an interest-only basis	£60.00

WHEN YOU WILL PAY THIS CHARGE *(continued)*

If you change your mortgage

NB If you change to a new mortgage product, the 'before your first monthly payment' fees may also apply at this stage.

Name of charge	What this charge is for	How much is the charge?
Partial release of security/Rights of Way	Payable 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. This could also include the approval of legal documents requiring the Society's official authorisation. *You may incur separate legal and valuation fees for associated works carried out.	£50.00*
Change of parties administration fee	Our administrative costs of adding or removing someone (a 'party') from the mortgage. (Also known as a Transfer of Equity). **You may incur separate legal fees for associated works carried out.	£125.00**
Consent to let fee	If you want to let your property but don't have a buy-to-let mortgage, you'll pay this for each 'consent to let' agreement, where we agree to you letting out your property for a set period within your existing owner-occupier mortgage.	£100.00
Mortgage Product or Scheme switch	The transferring of your existing mortgage product or scheme onto a new one.	£425.00
Capital Repayments	If an Early Repayment Charge (ERC) is applicable to your mortgage product, the maximum allowance for capital repayments per 12 month period is 10%. Any capital repayments over 10% will be subject to a 2% Early Repayment Charge until the end of the initial discount period. If an ERC is not applicable to your mortgage product, there are no restrictions in making capital repayments.	Up to 10% - £0.00 In excess of 10% - 2%
Giving you a reference	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.	£30.00

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.

Name of charge	What this charge is for	How much is the charge?
Unpaid/ returned direct debit or cheque	Payable when your nominated bank rejects a direct debit collection, or your payment by cheque is returned unpaid by your bank.	£20.00
Leasehold properties	Non-payment of Ground Rent, Service/Management charges or Insurance premiums. (The Society may cover the outstanding debt to protect our security which you will be liable for along with any additional fees should legal action be taken by the Management Company).	£50.00
Arrears fees	Arrears letter chasing non-payment (per letter) – A letter advising you that the required mortgage payment(s) has not been made.	£20.00
	Broken arrangement – Where we have agreed a payment plan with you to clear your arrears but you have not maintained it.	£20.00
	Letter before action – Solicitors letter advising you of pending court action. ***Please note that you may also be charged land registry search fees at this stage.	£70.00 + VAT***
	Preparation and Issue of Proceedings – Including service on occupiers - The solicitors preparing your case for re-possession and potential eviction.	£160.00 + VAT
	First Witness Statement and hearing – Including instructing agents – The Society will set out their case in support of the possession claim and provide documentary evidence.	£175.00 + VAT
	Interim or subsequent application (e.g. applying to restore or adjourn a claim, cancel an eviction, enforce Possession Order etc.)	£50.00 + VAT
	Second or further Witness Statements should they be required.	£50.00 + VAT

If you are unable to pay your mortgage (*continued*)

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.

Name of charge	What this charge is for	How much is the charge?
	Second or further hearing should the repossession be suspended and re-instated.	£125.00 + VAT
	Letter before Warrant – To advise you of the intention to repossess.	£50.00 + VAT
	Issue Warrant/Re-issue Warrant – An application to the court for a warrant of possession that provides authority to repossess the property.	£100.00 + VAT
	Emergency Application – including Defendant's application to suspend warrant.	£100.00 + VAT
	<p>Should we have to take legal action to re-possess your property, the fees will be dependent on the nature and extent of the action that needs to be taken, therefore additional fees that are not listed above may apply including Asset Management servicing fees.</p> <p>Please note that this action could also be taken should your mortgage term expire and you have not re-paid the outstanding balance or not advised us how you intend to re-pay.</p> <p>You will be advised of the associated costs in writing at the time.</p>	Variable

ENDING YOUR MORTGAGE TERM

Name of charge	What this charge is for	How much is the charge?
Early repayment charge (ending your mortgage)	<p>You may be charged this if you repay your mortgage in full before the mortgage term ends.</p> <p>You may be charged this if you repay your mortgage in full before the mortgage term ends. Please note that not all HBS products are subject to Early Repayment Charges, however those that are will also be subject to a maximum allowance in capital repayments per 12 month period of 10%. Any capital repayments over 10% will be subject to a 2% Early Repayment Charge until the end of the initial discount period. No Early Repayment Charges will be payable on redemption or for capital repayments once the initial discount period has come to an end.</p>	2%
Mortgage exit fee	<p>You may have to pay this if:</p> <ul style="list-style-type: none">Your mortgage term comes to an endYou transfer the loan to another lender <p>This is payable either at the end of the mortgage term, or before the end of your mortgage term 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>****The actual fee charged will be that which was in force at the time the mortgage was originally taken out, however will be no more than the figure quoted on this Tariff.</p>	£125.00****

Should any fees become applicable that are not listed above, you will be advised of these in writing in advance.
If our Tariff of fees changes you will be provided with an updated copy with your Annual Mortgage Statement.

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