

Tariff of Fees and Charges - Effective 1 June 2023

LOAN ADMINISTRATION CHARGES

Change to Payment Due Date **£10.00**

This is charged to cover the administrative cost of changing your payment due date. This fee will not be charged the first time you change your payment date and up to one time per year thereafter free of charge. Please note that it is not possible to move your payment date forward by more than 30 days in total over the term of your loan.

Redemption Statement **FREE**

A redemption statement will be provided free of charge when you or someone with authority to act on your behalf, requests a settlement figure.

Third Party Statement **£10.00**

This fee is charged when you ask us to provide information about your account to another lender or body. We must have your written authority to provide such information.

Security Discharge Fee **£195.00**

Administration fee payable when you settle your loan (at any time including at the end of term) to cover processing costs and the release of our charge over the security property with the land registry. This fee will be included in the sum required to redeem your account when you request a redemption statement.

OTHER SERVICES

Security Review / Amendment **£95.00**

Administration fee charged for assessing a request to review or modify your Loan security, including but not limited to: a subsequent charge to be registered on the property, a right of way (Deed of Easement), any change to the first charge (Deed of Postponement), permission to let the property, part release of security, etc. Depending on the complexity of the request, this fee excludes any legal or third-party fees incurred which will be added to the Loan account.

Property Visit **£10.00**

This fee is charged to cover our administrative costs to arrange a property visit to establish the condition or occupancy of the property. This fee will be added to the Loan account together with any related third party costs.

Telegraphic Transfer **£25.00**

Charged if you require a payment to be made by wire transfer or CHAPS.

Tracing Fee **£10.00**

This fee is charged to cover our administrative costs of locating you if we are unable to contact you at the correspondence address that we hold for you. This fee will be added to the Loan account together with any related third party costs.

Unpaid Leasehold / Service Charges **£50.00**

Administrative fee charged each time we are required to pay unpaid ground rent or service charges on your behalf. This fee and the amount of any charges paid will be added to your Loan account.

PLEASE NOTE: The above fees and charges do not include third party costs that may be incurred and applied to your loan account in accordance with the Loan Terms and Conditions.

How to Pay - All charges can be paid for by Debit Card (Visa, Delta, Electron & Maestro) or Credit Card (Visa, MasterCard). If fees and costs are not paid upfront they will be added to your Account and please be aware that they may accrue interest. The charges are payable under the terms of your Step One Finance Limited Loan Agreement and are subject to change to reflect changes to us in the cost of these services. There may also be a charge for uncommon services or other third party costs we incur in relation to the administration of your loan. These fees include VAT, where applicable. Please note that we may ask for certain charges to be paid in advance of the service being undertaken.

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