



## Credit Delivery and Recoveries Fees (Effective from 1 November 2009)

Service	Description	Tariff £
Deeds retrieval (Deeds dispatch)	Debited to your account when deeds are sent to solicitors acting on your behalf. This charge does not apply if the deeds are sent in preparation for Discharge (see below) and the legal charge (mortgage) is then released.	35
Discharge	Debited to your account when we release a legal charge (mortgage) over a property.	175
Photocopying deeds (1)	Photocopying your deeds.	40
Change of borrower	Agreeing to a change to the legal title of a property mortgaged to us.	150
2nd charge questionnaire	When we provide information to another lender.	100
Deed of postponement (2)	Preparing and sealing a deed of postponement.	150
Consent to lease	Consenting to you letting a property mortgaged to us.	125
Consent to S.106 planning agreements	Consenting to planning changes to a property mortgaged to us.	200
Leasehold charge	If we pay ground rent/service charge on your behalf and add the amount paid to the mortgage debt.	100
Registration of charge at Land Registry (3)	If we handle the registration of a charge/mortgage.	250
Accelerated completion (4)	We require the Certificate of Title (COT) from your solicitors 4 days before completion. If COT received less than 4 days before completion, the following fees apply:  received more than 2 days before completion  received 2 days or less before completion  received 1 day or less before completion.	75  100  150
Registration of a mortgage at Companies House	If we apply to register a mortgage or charge at Companies House.	125
Deed of substituted security	If we agree to release security held and substitute new security (usually in the context of an extended lease.)	125
Mortgage of Life Policy	If we release a mortgage of life policy or re-assign a policy.	35
Change to terms and conditions	When at your request we make changes to existing terms and conditions of facilities.	100
Request for redemption statement	If you request 3 or more redemption statements on the same facility during a 12 month period we will charge this fee for the third and each subsequent statement.	20
Monthly Recoveries charge	Charged monthly while the debt is in default and being handled by our Recoveries department. The fee is 0.1% of the outstanding debt per month with a minimum of £30 and a maximum of £150 per account.	30 to 150
Referral to Recoveries	Charged as a one off fee when a customer is referred to our Recoveries department for recovery of debt.	75
Referral to solicitors	Charged if you are in default and our Recoveries Department refers your case to external solicitors. The Monthly Recoveries Charge will continue to apply after such referral.	140
Realisation of property charged as security	This is when a property over which we hold a legal charge (mortgage) is taken into possession. The fee is £350 for if the property is your home. Otherwise it is 0.5% of the gross sale proceeds up to the amount of the debt, with a maximum of £1,000.	350 to 1000
Appointment of receiver	A monthly fee is charged if we appoint a receiver under the Law of Property Act 1925 or our fixed charge. The fee will be 0.1% of the value of the property up to the amount of the debt outstanding, with a maximum of £1,000 per month.	Up to 1000 per month

(1) This covers the first 20 sheets. Additional sheets to be charged at 20p plus VAT.

(2) If the lender insists on using its own Deed of Postponement, we will charge £250.

(3) This fee will not apply where we have requested a second charge on a property already mortgaged to us, and we are handling the registration.

(4) In calculating days, the day of receipt by us of the Certificate of Title (COT) does not count. Furthermore, a COT received after 4.00 pm is treated as being received the next working day. For example, a Certificate of Title received by post on a Monday (not a bank holiday) would not incur a charge if completion took place on Friday. If, however, the COT was received at 4.30 pm on Monday, and completion took place on Friday, there would be a £75 fee.

All the above fees are inclusive of VAT and are effective from 1 November 2009.

These fees can be varied from time to time. If you mortgage a property to us the discharge fee will remain the fee we were charging at the time you mortgaged the property. The only time we will increase your discharge fee will be if we grant you a new facility relying in whole or in part on the property you have already mortgaged as security. If we do so, the discharge fee will then increase to whatever fee applies when we grant you the new facility.

We will notify you in writing if we do make any changes. Our current fees are always shown on our website [www.bankofcyprus.co.uk](http://www.bankofcyprus.co.uk)