



EFFECTIVE FROM 1ST APRIL 2024
TARIFF OF CHARGES



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

Principal Office: 1 Cobalt Park Way, Wallsend, NE28 9EJ Chief Executive A.S. Haigh BSc
Manchester Building Society is a trading name of Newcastle Building Society.
Newcastle Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Newcastle Building Society is registered on the Financial Services Register under the firm reference number 156058.
We may monitor and record telephone calls for training and security purposes.

Manchester Building Society, 125 Portland Street, Manchester M1 4QD Main Switch: 0161 923 8000 www.themanchester.co.uk

This leaflet explains the typical administration fees applicable for the provision of certain services in connection with your mortgage in relation to all mortgages taken out with the Society from 2000 onwards.

Different arrangements may apply if your mortgage was taken out with us before 2000, or was originally taken out with another lender (before you became a customer of the Society). In this case, some fees under this Tariff may not apply or the level of fee may be different. Please contact us if you require one of the services listed and we will tell you the specific charge that applies to you.

The applicable fee will be confirmed to you at the time the service is provided. There may be a charge for a service not shown in the Tariff, and the level of charge will be confirmed before the service is provided. The amount charged for provision of the service will be added to your mortgage account at the time the service is provided unless we have already been paid. If added to your mortgage it will attract interest at the rate applicable to your mortgage until the charge is fully repaid.

ACCOUNTS ADMINISTRATION

Building Society Questionnaire	£45
Charged when the Society provides standard title and mortgage information to a third party for the purpose of a proposed second charge on your property.	
Change of parties administration fee	£150
Our administrative costs of adding or removing someone (a party) from the mortgage if the Society consents to this.	
Mortgage Exit Administration Fee	£130
You may have to pay this if:	
- Your mortgage term comes to an end;	
- You transfer the loan to another lender; or	
- Transfer borrowing from one property to another.	
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').	
You may be charged a separate fee by your solicitor or licensed/qualified conveyancer for their work relating to redemption of the mortgage and discharge of the security. In Scotland, customers may also have to pay the Registers of Scotland to remove the Society's charge.	
Partial Release of property fee	£70
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. A re-valuation of the property may also be required.	
Change of guarantor fee	£80
Some mortgages have a Guarantor or Guarantors with a legal responsibility to cover your payments if you miss any instalments. This charge applies if your request to change or remove a guarantor is acceptable to the Society.	
Consideration of Creation, Replacement or Extension of Lease	£70
Consideration of leases including assessment by our legal adviser, where applicable, and our administration costs.	
Consent to Let fee	£70
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.	

ARREARS ADMINISTRATION

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 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. Some fees may not be applicable given current circumstances, please contact us if you need further information.

Unpaid/returned direct debit or cheque	£20
Payable when your nominated bank rejects a direct debit collection, or your payment by cheque is returned unpaid by your bank due to insufficient funds in your account.	
Broken Arrangement Charge	£20
This covers charges when you break an arrangement to pay your mortgage. We will notify you when this charge is made.	
Valuation Fee	£30
This covers the cost of an automated valuation model (AVM) and not a physical inspection should this be more appropriate.	
Security Revaluation	£100
This is the charge should we require an up to date valuation of the property secured against the mortgage.	
Non Payment of Ground Rent/Management/Service Charge/Insurance	£65
Where a mortgage is secured on a leasehold property it is normal for the freeholder to charge ground rent or other fees as part of the lease. If the ground rent or other related charges are not paid by you, we will investigate any claim made by the freeholder and may settle the outstanding amount by adding the amount to your mortgage account in order to protect our security. A fee will be charged to cover the work involved in processing this investigation.	
Mediation Visit (contact successful)	£120
This fee will be payable if a field agent is required to visit your property to assist in resolving issues with your mortgage account.	
Mediation Visit (contact unsuccessful)	£72
This fee will be payable if a field agent is required to visit your property to assist in resolving issues with your mortgage account.	
Sundry Debits	Variable
We may also charge sundry debits (for example the cost of repairs to a repossessed property where we have taken possession), to the mortgage account. Charges will also be applied to the account if it becomes necessary to appoint an LPA receiver due to arrears.	
Note - Legal costs are in addition to the above.	
Repossession and Possession Sale Costs	Variable
Where repossession claims are issued at court there will be additional legal fees and costs, including solicitors fees and court fees. Once a property has been repossessed there will be sale and conveyancing fees and costs, including solicitors fees, estate agency costs and land registry fees. Cases may be outsourced to external firms and the costs of any agents we appoint will vary. All legal fees and costs will be charged on a case by case basis and will be added to the mortgage.	