

Tariff of charges

Effective from 6 July 2009

Additional borrowing	£160	Deeds production	£55
This fee covers the administration costs involved in processing an application for additional borrowing and the CHAPS fee. Where a solicitor is required to complete legal work relating to your additional borrowing, you will be responsible for their fees.		This fee covers the administration costs in sending the Title documents to you or your Solicitor.	
Archived record fee	£35	Discharge fee	£95
This fee covers the administration costs in retrieving older records from storage in order to deal with an enquiry regarding your mortgage account.		This fee covers the administration costs of releasing the Society's charge over a property when a mortgage is repaid and registering the discharge with the Land Registry.	
Arrears breakdown	£30	Early repayment charge - as per terms and conditions	
This fee covers the administration costs in producing detailed information relating to the arrears on a mortgage account.		If you repay your mortgage in full or make a lump sum overpayment an early repayment charge may be payable. The charge is dependent on the type and start date of your mortgage. Please refer to your original Mortgage Offer or annual mortgage statement for full details of this charge.	
Arrears charge	£40	Field Agent visit	£110
This fee covers the costs of additional administration involved in managing your account when payments are not made in accordance with the terms and conditions of your mortgage. This also applies where an arrangement agreed with us to clear an outstanding arrears balance is not maintained by you. The fee will be debited to your mortgage account where the account remains one or more months in arrears.		This fee covers the costs of instructing a Field Agent to visit you at your home in order to ascertain the reason for the arrears, your payment proposals and assisting in the resolution of debt.	
Balance/Statement breakdown	£30	Field Agent visit - cancellation *	£60
This fee covers the administration costs in producing detailed information relating to the balance or transactions on a mortgage account.		This fee covers the cost of cancelling an appointment for a Field Agent to visit you at your home.	
Change of life assurance policy	£40	Field Agent visit - non attendance	£110
This fee covers the administration costs in substituting any life policy deposited with the Society.		This fee covers the cost where you are not in attendance at your home for a scheduled Field Agent's visit.	
Change of mortgage term	£40	Individual insurance policy *	£45
This fee covers the administration cost of assessing and amending the term on your mortgage account.		If you choose to arrange your own buildings or buildings and contents insurance this fee covers our contingency insurance costs.	
Change of mortgage type	£80	Interim/Copy statement	£35
This fee covers the administration costs in transferring your mortgage account from repayment to interest only or vice versa.		This fee is charged if you request a copy of a mortgage statement previously sent to you, or if you request a statement showing your account details during the year. The charge will apply to each individual statement requested.	
CHAPS	£35	Lapsed individual insurance policy *	£45
This fee covers the administration costs of sending monies electronically to your or your solicitor's bank account.		This fee is charged if we are notified by your buildings Insurer of non payment of premiums by you.	
Copy extract from title deeds	£45	Leasehold servicing fee	£75
This fee covers the administration costs of retrieving your Title Deeds and photocopying requested extracts. This fee covers a maximum of 5 photocopies.		This fee covers the administration costs if we are notified by the Landlord or Freeholder of non payment by you of the contractual ground rent or service charges. The Society will debit your account with all unpaid amounts plus the administration charge.	
Copy of deeds - full copy	£60	Legal proceedings fee	£100
This fee covers the administration costs of retrieving your Title Deeds and photocopying all documents.		This fee covers the administration costs if we need to instruct solicitors to commence court action to recover monies owed by you relating to your mortgage account with us. You will also be liable for the solicitor's fees and any other costs incurred by us.	
Data Protection Act	£10	Legal proceedings valuation	£70
This fee covers the administration costs in providing information to you following a "subject access request" in accordance with the Data Protection Act.		This fee is charged if the Society requires an up to date valuation of the mortgaged property during legal proceedings. Please note the Society may use alternative valuation methods, which include the use of limited external appraisals, or use computer based data to establish the value of the property. You will not receive a copy of the valuation report.	
Deed of Postponement	£100		
Charged when you borrow additional funds from the Society and have an existing second charge with another lender that isn't being discharged. This fee covers the administration costs of executing a Deed of Postponement and associated Land Registry costs.			

Continued overleaf

Tariff of charges (Continued)

Lender's reference £70	Returned cheque £35
This fee covers the administration costs of completing a mortgage reference request received from another lender with whom you propose taking out a new mortgage.	This fee is charged where a cheque is returned unpaid by your bank.
Part release of security £110	Returned direct debit £35
This fee covers the administration costs in processing and amending the Title Deeds following a request from you to release part of the mortgaged security. The same fee is charged for the following transactions:-	This fee is charged where a direct debit is returned unpaid by your bank.
Deed of Consent	Revaluation fee £75
Deed of Easement	This fee is charged where the Society requires an up to date valuation of the mortgaged property. Please note the Society may use alternative valuation methods, which include the use of limited external appraisals, or use computer based data to establish the value of the property. Remortgage customers and existing customers applying for additional borrowing will not receive a copy of the valuation report.
Deed of Exchange	Second charge questionnaire £70
Deed of Grant (e.g. for rights of way)	This fee covers the administration costs of providing information to other lenders if you take out a secured loan on your property.
Deed of Variation (e.g. for variation of a lease)	Stage payments £100
Local Authority Planning Agreement	In some cases, particularly where the property is in the course of construction, the advance may be required in stages. The Society may charge up to £100 for each stage payment made. This fee includes the cost of the Valuer calling to reinspect the property and the CHAPS fee.
Where the Society requires an up-to-date valuation prior to considering any release of security or any other transaction described above, a valuation fee will also be payable in addition to this fee.	Tenancy - application to consent £110
Your legal representative will be required to act on the Society's behalf at your expense. The Deeds production fee will also be debited to your mortgage account.	This fee covers the legal and administration costs of checking and approving a tenancy agreement, when you wish to let a property that has previously been used for private residential purposes. This fee is not charged in relation to mortgages operated under the Society's Buy To Let mortgage schemes.
Product Switch * £125	Tenancy - renewal £110
Except in cases where a completion fee is charged, a product switch fee is payable to cover the administration costs involved in the restructuring of your account and advising you of any amendments to your account where we have agreed to change your mortgage product. If you change the terms of the mortgage during any early repayment charge period then an early repayment charge may be payable also.	This fee covers the legal and administration costs of checking and approving a tenancy agreement, when you wish to re-let a property that has previously been used for letting purposes, to a new tenant. This fee is not charged in relation to mortgages operated under the Society's Buy-To-Let mortgage schemes.
Receiver administration fee £50	Trace fee £30
This fee covers the ongoing administration costs of the receiver of rents collecting rent monies where the property is being let. The fee will be debited to your mortgage account each month the receiver is required to collect the rent monies.	This fee covers the administration costs for tracing the whereabouts of absconded borrowers.
Receiver appointment fee £100	Transfer of ownership £150
This fee covers the administration costs of appointing a receiver of rents where the property is being let.	This fee covers the administration costs where the mortgage is being transferred into a different name (e.g from joint names to sole names). You will also be liable for your Solicitors costs in making the necessary amendments to the Title Deeds.
Reinspection fee £50	
This fee covers the costs of re-inspecting a mortgaged property for a stage or retention release.	
Repossession fee £300	
This fee covers the administration costs if we are forced to take possession of the mortgaged property to recover monies owed by you. You will also be liable for all other costs incurred by us in obtaining possession of your property.	

* Denotes increased fee. All other fees effective from 1 August 2007 or prior. This tariff is effective from 6 July 2009.

Head Office: PO Box 547, Ipswich IP3 9WZ
Telephone 0845 230 8686 Facsimile 01473 278600
E-Mail: enquiries@ibs.co.uk Web Site: www.ibs.co.uk

Authorised and regulated by the Financial Services Authority. FSA registered no. 104875.

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



IPSWICH
BUILDING SOCIETY