

# A guide to our fees

## Secured 2nd charges

This leaflet sets out the various secured 2nd charge fees that you may incur during the period you have your loan with us.

### Administration fees

<b>Deed of postponement</b>	Administration fee charged to cover the cost of postponing our charge in favour of a prior lender.	<b>£50.00</b>
<b>Account reference</b>	Administration fee charged to cover the cost of providing an account reference to a third party. The fee is charged to the third party.	<b>£58.75 inc VAT</b>
<b>Account statement</b>	Administration fee charged to cover the cost of providing a statement to a third party. The fee is charged to the third party.	<b>£35.00 inc VAT</b>
<b>Unpaid payment</b>	Administration fee charged to cover our costs and bank charges when a cheque or direct debit is returned unpaid.	<b>£20.00</b>
<b>Trace</b>	Administration fee charged to cover the cost of trying to trace you if you have changed address without telling us.	<b>£50.00</b>
<b>Data subject access request</b>	A statutory fee charged if you request personal data which we hold about you under the Data Protection Act 1998.	<b>£10.00 (incl. VAT) or as may be prescribed from time to time.</b>

### Cancellation fee – Secured Loans of £25,000 and below

<b>Cancellation fee</b>	Administration fee charged to cover our costs of cancelling the secured loan account within the first 30 days. This cancellation fee is charged instead of both the early settlement fee and legal discharge fee when the loan is cancelled within the first 30 days.	<b>£150.00</b>
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### Early settlement fees – Secured Loans of £25,000 and below

<b>Early settlement fee</b>	If you settle early, an early settlement fee calculated in accordance with the Consumer Credit Act.	
<b>Security Discharge Fee</b>	Fee charged to cover the costs of discharging our security, payable on early settlement only.	<b>£200.00</b>

### Early settlement fees – Secured Loans of £25,500 and above

<b>Early settlement fee</b>	If you settle early in the first 4 years, an early settlement fee equal to six month's interest at the prevailing contractual rate on the outstanding balance. After the end of the 4th year you may settle the loan by providing one month's written notice and paying the balance outstanding at the date of payment or you may settle the loan by paying the balance outstanding at the date of payment plus a fee equal to one month's interest.	
<b>Security Discharge Fee</b>	Fee charged to cover the costs of discharging our security.	<b>£200.00</b>

## Administration charges if your loan account is in arrears

The following table lists the administration charges made to borrowers whose accounts are in arrears

<b>Default notice charge</b>	To prepare and send statutory default notices to all parties to the loan	<b>£25.00 per customer per loan</b>
<b>Calling in notice charge</b>	To prepare and send calling in notices to all parties to the loan	<b>£25.00 per customer per loan</b>
<b>Final reminder charge</b>	Charged to cover associated costs when an account first reaches or exceeds 2 months in arrears	<b>£30.00</b>
<b>Visit charge</b>	Charged to cover associated costs when a visit is undertaken to establish your financial situation when your account is in arrears and we have been unable to make contact.	<b>£50.00</b>
<b>Litigation instruction charge</b>	Charged to cover associated costs if it is necessary for our Litigation department to commence legal proceedings for the recovery of arrears	<b>£100.00</b>

### Please note:

Whilst this schedule records our current scale of secured 2nd charge fees and charges in operation from October 2005, all of the items are subject to review by us and may be amended at our discretion. Accordingly, our Customer Service Department should be contacted with regard to subsequent amendments and alterations to this schedule. Our charges for services not referred to in this leaflet will be advised at the time the service is offered. VAT is charged where applicable. **The current rate is 17.5%.**

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



#### Registered Office

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If you would like this or any of our other documents supplied in an alternative format, e.g. large print, please send it back to us with your request and we will be pleased to help.