

Home Ownership Administration Fees 2019-20

We charge administration fees when a customer requests a particular service, or when we deal with a breach of lease.

Most of the fees can be paid online - click on the links below to access the relevant online payment forms.

Buying, selling, subletting or remortgaging

Fee	Amount
Sell-on pack (information for solicitors)	£191 (leasehold) £82 (freehold)
Re-mortgage pack (information for solicitors)	£136 (leasehold) £70 (freehold)
Sublet registration (including short-term “holiday” lets)	£42
Notice of assignment (fee to register change of leaseholder)	£67
Notice of charge (fee to register change of mortgage lender or a secured loan)	£67
Combined notice of assignment and charge	£134
Removal of Land Registry charge (for repayment of right to buy discount)	£120

Requests for documents/information

Fee	Amount
Copy of lease/transfer document	£27
Copy of invoice for a previous year	£27 per year
Breakdown of charges for a previous year	£27 per year
Copy of certificate for a previous year	£50
Details of planned major work (for your block/estate in the next 5 years)	£54
Letter of satisfaction (to confirm a county court judgment debt has been paid)	£55

Home improvements/alterations

These fees can be paid by debit/credit card by calling Home Ownership on 020 7527 7715.

Description	Home Ownership fee	Technical fee	Legal fee
Minor alterations (eg. flues, extractor fans)	£87 (letter of consent)	n/a	n/a
Deed of Variation for windows	£219	n/a	n/a
Minor alterations (eg. altering internal wall)	£87	£196	£450 (Licence of alteration)
Major alterations (eg. conservatories)	£109	£196 and any additional inspections at £60 per hour;	£875 (Deed of variation and Licence for alteration)
Retrospective consent	a/b/c/d + £310	£394 – and any additional inspections at £60 per hour	£950 (Deed of variation £600 and Letter of consent £350)
Re-drawing lease plans	£52	£446	£450 for a Deed of variation
Purchase of land / space e.g. garden/loft/basement)	£109	£590 and any additional inspections at £60 per hour; £492 valuation fee	£875 (Deed of variation and Licence for alteration) £650 for a “supplemental lease”

Other fees

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Fee	Amount
Postponement of charge (legal fees to prioritise a mortgage or secured loan over the Council's legal charge at the Land Registry for the repayment of right to buy discount)	£250
Certificate of Compliance	£250
Major works extended payment plan legal charge	£250
Removal of Land registry charge for major works extended payment plan	£120
Letter before legal action (pre-legal action letter regarding breach of lease)	£40
S146 forfeiture notice (legal notice regarding breach of lease)	£274
Breach of lease – costs vary depending on costs incurred by the council and time spent by officer investigating and remedying the breach	Varies