

## Home Ownership Administration Fees 2020-21

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                             |
|--|------------------------------------|
| <a href="#">Sell-on pack</a> (information for solicitors)                                      | £195 (leasehold)<br>£84 (freehold) |
| <a href="#">Re-mortgage pack</a> (information for solicitors)                                  | £139 (leasehold)<br>£72 (freehold) |
| <a href="#">Sublet registration</a> (including short-term “holiday” lets)                      | £43                                |
| <a href="#">Notice of assignment</a> (fee to register change of leaseholder)                   | £69                                |
| <a href="#">Notice of charge</a> (fee to register change of mortgage lender or a secured loan) | £69                                |
| <a href="#">Combined notice of assignment and charge</a>                                       | £137                               |
| <a href="#">Removal of Land Registry charge</a> (for repayment of right to buy discount)       | £120                               |

### Requests for documents/information

| Fee  | Amount       |
|--|--------------|
| <a href="#">Copy of lease/transfer document</a>  | £28          |
| <a href="#">Copy of invoice for a previous year</a>  | £28 per year |
| <a href="#">Breakdown of charges for a previous year</a>                                       | £28 per year |
| <a href="#">Copy of certificate for a previous year</a>  | £51          |
| <a href="#">Details of planned major work</a> (for your block/estate in the next 5 years)      | £55          |
| <a href="#">Letter of satisfaction</a> (to confirm a county court judgment debt has been paid) | £56          |

## 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)               | £89 (letter of consent) | n/a  | n/a  |
| Deed of Variation for windows                               | £250                    | n/a  | n/a  |
| Minor alterations (eg. altering load bearing internal wall) | £89                     | £201   | £460 (Licence of alteration)   |
| Major alterations (eg. conservatories)                      | £109                    | £201 and any additional inspections at £61 per hour;                           | £895 (Deed of variation and Licence for alteration)                                    |
| Retrospective consent                                       | a/b/c/d + <b>£310</b>   | £403 – and any additional inspections at £61 per hour                          | £960 (Deed of variation £600 and Letter of consent £360)                               |
| Re-drawing lease plans                                      | £53                     | £457   | £460 for a Deed of variation   |
| Purchase of land / space e.g. garden/loft/basement)         | £112                    | £604 and any additional inspections at £61 per hour;<br><br>£504 valuation fee | £895 (Deed of variation and Licence for alteration)<br>£665 for a “supplemental lease” |

## Other fees

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

| 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) | £255   |
| Certificate of Compliance  | £255   |
| Major works extended payment plan legal charge   | £255   |
| Removal of Land registry charge for major works extended payment plan  | £120   |
| Letter before legal action (pre-legal action letter regarding breach of lease)   | £41    |
| S146 forfeiture notice (legal notice regarding breach of lease)  | £280   |
| Breach of lease – costs vary depending on costs incurred by the council and time spent by officer investigating and remedying the breach                                     | Varies |