

## Home Ownership Administration Fees 2022-23

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
<b>Sell-on pack</b> (information for solicitors)	£203 (leasehold) £88 (freehold)
<b>Re-mortgage pack</b> (information for solicitors)	£145 (leasehold) £74 (freehold)
<b>Sublet registration</b> (including short-term "holiday" lets)	£45
<b>Notice of assignment</b> (fee to register change of leaseholder)	£71
<b>Notice of charge</b> (fee to register change of mortgage lender or a secured loan)	£71
<b>Combined notice of assignment and charge</b>	£142
<b>Removal of Land Registry charge</b> (for repayment of right to buy discount)	£130

### Requests for documents/information

Fee	Amount
<b>Copy of lease/transfer document</b>	£29
<b>Copy of invoice for a previous year</b>	£29 per year
<b>Breakdown of charges for a previous year</b>	£29 per year
<b>Copy of certificate for a previous year</b>	£52
<b>Details of planned major work</b> (for your block/estate in the next 5 years)	£57
<b>Letter of satisfaction</b> (to confirm a county court judgment debt has been paid)	£58

## Home improvements/alterations

These fees can be paid online [www.islington.gov.uk/homeowneralteration](http://www.islington.gov.uk/homeowneralteration)

	Description	Home Ownership fee	Technical fee	Legal fee
a	Minor alterations (eg. flues, extractor fans)	£93 (letter of consent)	n/a	n/a
b	Deed of Variation for windows	£260	n/a	n/a
c	Minor alterations (eg. altering load bearing internal wall)	£93	£209	£480 (Licence of alteration)
d	Major alterations (eg. conservatories)	£113	£209 and any additional inspections at £63 per hour	£900 (Deed of variation and Licence for alteration)
e	Retrospective consent	a/b/c/d + £329	£419 – and any additional inspections at £63 per hour	£979 (Deed of variation £612 and Letter of consent £367)
f	Re-drawing lease plans	£55	£475	£480 for a Deed of variation
g	Purchase of land / space e.g. garden/loft/basement)	£116	£628 and any additional inspections at £63 per hour, £524 valuation fee	£930 (Deed of variation and Licence for alteration) £695 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)	£265
Certificate of Compliance	£265
Major works extended payment plan legal charge	£228
Removal of Land registry charge for major works extended payment plan	£120
Devolution of title fee	£71
Letter before legal action (pre-legal action letter regarding breach of lease)	£43
S146 forfeiture notice (legal notice regarding breach of lease)	£292
Breach of lease – costs vary depending on costs incurred by the council and time spent by officer investigating and remedying the breach	Varies