

## Home Ownership Administration Fees 2023-24

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)	£213 (leasehold) £92 (freehold)
<b>Re-mortgage pack</b> (information for solicitors)	£152 (leasehold) £78 (freehold)
<b>Sublet registration</b> (including short-term "holiday" lets)	£47
<b>Notice of assignment</b> (fee to register change of leaseholder)	£75
<b>Notice of charge</b> (fee to register change of mortgage lender or a secured loan)	£75
<b>Combined notice of assignment and charge</b>	£150
<b>Removal of Land Registry charge</b> (for repayment of right to buy discount)	£143

### Requests for documents/information

Fee	Amount
<b>Copy of lease/transfer document</b>	£30
<b>Copy of invoice for a previous year</b>	£30 per year
<b>Breakdown of charges for a previous year</b>	£30 per year
<b>Copy of certificate for a previous year</b>	£55
<b>Details of planned major work</b> (for your block/estate in the next 5 years)	£60
<b>Letter of satisfaction</b> (to confirm a county court judgment debt has been paid)	£61

## 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 (e.g. flues, extractor fans)	£98 (letter of consent)	n/a	n/a
b	Deed of Variation for windows	£273	n/a	n/a
c	Minor alterations (e.g. altering load bearing internal wall)	£98	£219	£528 (Licence of alteration)
d	Major alterations (e.g. conservatories)	£119	£219 and any additional inspections at £66 per hour	£1023 (Deed of variation and Licence for alteration)
e	Retrospective consent	a/b/c/d + £345	£440 – and any additional inspections at £66 per hour	£1029 (Deed of variation £643 and Letter of consent £386)
f	Re-drawing lease plans	£58	£531	£528 for a Deed of variation
g	Purchase of land / space e.g. garden/loft/basement)	£122	£659 and any additional inspections at £66 per hour, £585 valuation fee	£1023 (Deed of variation and Licence for alteration) £764 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)	£291
Certificate of Compliance	£291
Major works extended payment plan legal charge	£239
Removal of Land registry charge for major works extended payment plan	£143
Devolution of title fee	£77
Letter before legal action (pre-legal action letter regarding breach of lease)	£45
S146 forfeiture notice (legal notice regarding breach of lease)	£307
Breach of lease – costs vary depending on costs incurred by the council and time spent by officer investigating and remedying the breach	Varies