

Home Ownership Administration Fees 2025-26

Partners manages leasehold properties on behalf of Islington Council. Some aspects of your Home Ownership services are managed by Partners and some by Islington Council. Below is a summary of the current fees leaseholders may incur and which team are responsible:

Buying, selling, subletting or remortgaging

Fee	Responsible Team	Amount
Sell-on pack - Your solicitor should contact Partners to us ask for a pack. They can pay over the phone with a debit or credit card or via BACS	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislington.net	£231
Sell on pack - freehold		£100
Re-mortgage pack - Your solicitor should contact Partners to us ask for a pack. They can pay over the phone with a debit or credit card or via BACS	Partners 0800 587 3595/020 7288 8310 pfihot@partnersislington.net	£165
Sublet registration - please contact the Home Ownership Team by phone on 0207 288 8310 or 0800 587 3595 to make a debit or credit card payment.	Partners 0800 587 3595/020 7288 8310 pfihot@partnersislington.net	£51
Notice of assignment Fee and serving of legal notice	Islington Council 020 7527 2000 www.islington.gov.uk	£81
Notice of charge (fee to register change of mortgage lender or a secured loan)	Islington Council 020 7527 2000 www.islington.gov.uk	£81
Combined notice of assignment and charge	Islington Council 020 7527 2000 www.islington.gov.uk	£162
Removal of Land Registry charge (for repayment of right to buy discount)	Islington Council 020 7527 2000 www.islington.gov.uk	£175

Requests for documents/information

Fee	Responsible Team	Amount
Copy of lease/transfer document	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislinton.net	N/A
Copy of invoice for a previous year	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislinton.net	N/A
Breakdown of charges for a previous year	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislinton.net	N/A
Details of planned major work (for your block/estate in the next 5 years)	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislinton.net	N/A
Letter of satisfaction council (to confirm a county court judgment debt has been paid)	Islington Council 020 7527 2000 www.islington.gov.uk	£66

Home improvements/alterations

If you have a query regarding the alterations process or associated fees please contact Partners. You can make an alteration request via our website www.partnersislington.net.

Description	Partners Home Ownership Team	Islington Legal/Technical/Home Ownership fees
Minor alterations (e.g. flues, extractor fans)	£91.00 (letter of consent)	n/a
Deed of Variation for windows		£296 + £20 sealing
Major alterations (e.g. conservatories)	£111.00 + £205 per technical inspection.	£1125 (Deed of variation and Licence for alteration)
Retrospective consent	£323+ £205 per technical inspection	£1110 (Deed of variation £650 and Letter of consent £460)
Re-drawing lease plans	Advice provided by Partners but fees paid to the Council	£650 for a Deed of variation
Purchase of land / space e.g. garden/loft/basement)	Advice provided by Partners but fees paid to the Council	£715 and any additional inspections at £71 per hour, £597 valuation fee £1125 (Deed of variation and Licence for alteration) £950 for a "supplemental lease"