



# Home Ownership Administration Fees 2023-24

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
<b>Sell-on pack</b> - 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	£213
<b>Re-mortgage pack</b> - 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	£152
<b>Sublet registration</b> - 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	£47
<b>Notice of assignment Fee and serving of legal notice</b>	Islington Council 020 7527 2000 www.islington.gov.uk	£75
<b>Notice of charge</b> (fee to register change of mortgage lender or a secured loan)	Islington Council 020 7527 2000 www.islington.gov.uk	£75
<b>Combined notice of assignment and charge</b>	Islington Council 020 7527 2000 www.islington.gov.uk	£150
<b>Removal of Land Registry charge</b> (for repayment of right to buy discount)	Islington Council 020 7527 2000 www.islington.gov.uk	£143

## Requests for documents/information

Fee	Responsible Team	Amount
Copy of lease/transfer document	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislington.net	N/A
Copy of invoice for a previous year	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislington.net	N/A
Breakdown of charges for a previous year	Partners 0800 587 3595 / 020 7288 8310 pfihot@partnersislington.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@partnersislington.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	£61

## 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](http://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		£273
Major alterations (e.g. conservatories)	£111.00 + £205 per technical inspection.	£528 (Licence of alteration) £1023 (Deed of variation and Licence for alteration)
Retrospective consent	£323 (letter of consent) +£205 per technical inspection	£1029 (Deed of variation £643 and Letter of consent £386)
Re-drawing lease plans	Advice provided by Partners, but fees paid to the Council	£58 Home Ownership fee £528 for a Deed of variation Technical fees: £531
Purchase of land / space e.g. garden/loft/basement)	Advice provided by Partners as part of alterations application, but fees paid to the Council	£122 Home Ownership fee £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"