

## Our fees for residential conveyancing

### *Purchase of a freehold residential property*

Our fees cover all of the work\* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

### *Conveyancer's fees*

Transaction Price	Fee
Under £250,000.00	£570.00 plus VAT
£250,000.00 - £350,000.00	£670.00 plus VAT
£350,001.00 - £500,000.00	£825.00 plus VAT
£500,001.00 - £750,000.00	£1,025.00 plus VAT
£750,001.00 - £1,000,000.00	£1,275.00 plus VAT
£1,000,001.00 +	By arrangement with a minimum fee of £1,500.00 plus VAT

- Additional fee for acting on behalf of the mortgage lender (if any) £150.00 plus VAT

### *Disbursements*

In addition to our fees as set out above, we will have to pay the following disbursements:

- Search fees £250.00
- HM Land Registry fee depending on the purchase price of the property:

#### Purchase price

0 to £80,000.00	£20.00
£80,001.00 to £100,000.00	£40.00
£100,001.00 to £200,000.00	£95.00
£200,001.00 to £500,000.00	£135.00
£500,001.00 to £1,000,000.00	£270.00
£1,000,001.00 and over	£455.00

- Electronic money transfer fee £25.00 plus VAT

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

#### *Stamp Duty or Land Tax (on purchase)*

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website here.

#### *How long will my house purchase take?*

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first-time buyer with a mortgage agreed in principle, it could take 4 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. In such a situation additional charges would apply.

#### *Stages of the process*

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, a broad outline of the work we will carry out is as follows:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer
- Send final contract to you for signature
- Draft Transfer
- Advise you on joint ownership
- Obtain pre-completion searches
- Agree completion date (date from which you own the property)

- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

\*Our fee assumes that:

- this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying before completion or the preparation of additional documents ancillary to the main transaction
- the transaction is concluded in a timely manner and no unforeseen complications arise
- all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

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*Purchase of a leasehold residential property*

Our fees cover all of the work\* required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

*Conveyancer's fees*

Transaction Price	Fee
Under £250,000.00	£670.00 plus VAT
£250,000.00 - £350,000.00	£770.00 plus VAT
£350,001.00 - £500,000.00	£970.00 plus VAT
£500,001.00 - £750,000.00	£1,225.00 plus VAT
£750,001.00 - £1,000,000.00	£1,525.00 plus VAT
£1,000,001.00 +	By arrangement with a minimum fee of £1,500.00 plus VAT

- Additional fee for acting on behalf of the mortgage lender (if any) £150.00 plus VAT

### *Disbursements*

In addition to our fees as set out above, we will have to pay the following disbursements:

- Search fees £250.00
- HM Land Registry fee depending on the purchase price of the property:

#### Purchase price

0 to £80,000.00	£20.00
£80,001.00 to £100,000.00	£40.00
£100,001.00 to £200,000.00	£95.00
£200,001.00 to £500,000.00	£135.00
£500,001.00 to £1,000,000.00	£270.00
£1,000,001.00 and over	£455.00

- Electronic money transfer fee £25.00 plus VAT

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

#### *Anticipated Disbursements\**

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £50.00 and £100.00 plus VAT.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50.00 and £100.00 plus VAT.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £150.00 and £300.00 plus VAT.
- Certificate of Compliance fee – To be confirmed upon receipt of the lease, and can range between £50.00 and £250.00 plus VAT.

#### *Stamp Duty or Land Tax (on purchase)*

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website here.

### *How long will my house purchase take?*

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first-time buyer with a mortgage agreed in principle, it could take 4 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. In such a situation additional charges would apply.

### *Stages of the process*

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, a broad outline of the work we will carry out is as follows:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer
- Send final contract to you for signature
- Draft Transfer
- Advise you on joint ownership
- Obtain pre-completion searches
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

\*Our fee assumes that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying before completion or the preparation of additional documents ancillary to the main transaction
- b. this is the assignment of an existing lease and is not the grant of a new lease
- c. the transaction is concluded in a timely manner and no unforeseen complications arise
- d. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

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### *Sale of a freehold residential property*

Our fees cover all of the work\* required to complete the sale of your property.

#### *Conveyancer's fees*

Transaction Price	Fee
Under £250,000.00	£495.00 plus VAT
£250,000.00 - £350,000.00	£595.00 plus VAT
£350,001.00 - £500,000.00	£750.00 plus VAT
£500,001.00 - £750,000.00	£950.00 plus VAT
£750,001.00 - £1,000,000.00	£1,200.00 plus VAT
£1,000,001.00 +	By arrangement with a minimum fee of £1,500.00 plus VAT

#### *Disbursements*

In addition to our fees as set out above, we will have to pay the following disbursements:

- Land Registry fee for Office Copy Entries £6.00
- Electronic money transfer fees £50.00 plus VAT

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

### *How long will my house sale take?*

How long it will take from you accepting an offer until you can move out of your house will depend on a number of factors. The average process takes between 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are selling to a first-time buyer with a mortgage agreed in principle, it could take 4 weeks. However, if you are selling a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. In such a situation additional charges would apply.

### *Stages of the process*

A broad outline of the work we will carry out is as follows:

- Obtaining title deeds.
- Upon your instructions, documentation will be prepared and sent to the Buyer's solicitors. This includes:
  - a) Draft contract.
  - b) Copy Entries of the Title Register and Plan relating to the property.
  - c) Property Information Forms.
- Upon approval and receipt of such documentation and once all enquiries raised have been settled, the transaction will proceed to exchange of contracts. When contracts are exchanged the agreed completion date will be inserted into the contract. This is when you become legally bound to sell the property on the terms set out in the contract. You will be legally bound to move on the completion date.
- Approving the purchase deed.
- If necessary, discharging your mortgage on the property on completion.
- Payment of the estate agent's commission.
- Sending you the balance of the sale proceeds following completion.

\*Our fee assumes that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying before completion or the preparation of additional documents ancillary to the main transaction
- b. the transaction is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

### *Sale of a leasehold residential property*

Our fees cover all of the work\* required to complete the sale of your property.

#### *Conveyancer's fees*

Transaction Price	Fee
Under £250,000.00	£595.00 plus VAT
£250,000.00 - £350,000.00	£695.00 plus VAT
£350,001.00 - £500,000.00	£895.00 plus VAT
£500,001.00 - £750,000.00	£1,150.00 plus VAT
£750,001.00 - £1,000,000.00	£1,450.00 plus VAT
£1,000,001.00 +	By arrangement with a minimum fee of £1,500.00 plus VAT

#### *Disbursements*

In addition to our fees as set out above, we will have to pay the following disbursements:

- Land Registry fee for Office Copy Entries £6.00
- Electronic money transfer fees £50.00 plus VAT

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

#### *Anticipated Disbursements*

- Fee for management information – This fee is charged by the managing agents of the property and can be difficult to estimate. Often it is between £300.00 and £500.00 plus VAT.

#### *How long will my house sale take?*

How long it will take from you accepting an offer until you can move out of your house will depend on a number of factors. The average process takes between 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are selling to a first-time buyer with a mortgage agreed in principle, it could take 4 weeks. However, if you are selling a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. In such a situation additional charges would apply.

#### *Stages of the process*

A broad outline of the work we will carry out is as follows:

- Obtaining title deeds.

- Upon your instructions, documentation will be prepared and sent to the Buyer's solicitors. This includes:
  - d) Draft contract.
  - e) Copy Entries of the Title Register and Plan relating to the property.
  - f) Property Information Forms.
- Upon approval and receipt of such documentation and once all enquiries raised have been settled, the transaction will proceed to exchange of contracts. When contracts are exchanged the agreed completion date will be inserted into the contract. This is when you become legally bound to sell the property on the terms set out in the contract. You will be legally bound to move on the completion date.
- Approving the purchase deed.
- If necessary, discharging your mortgage on the property on completion.
- Payment of the estate agent's commission.
- Sending you the balance of the sale proceeds following completion.

\*Our fee assumes that:

- e. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying before completion or the preparation of additional documents ancillary to the main transaction
- f. the transaction is concluded in a timely manner and no unforeseen complications arise
- g. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- h. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

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### *Re-mortgages*

Our fees cover all of the work\* required to complete the re-mortgage of your property.

### *Conveyancer's fees*

- Re-mortgage of a freehold residential property £500.00 plus VAT.
- Re-mortgage of a leasehold residential property £750.00 plus VAT.

### *Disbursements*

In addition to our fees as set out above, we will have to pay the following disbursements:

- Search fees £250.00
- HM Land Registry fee depending on the purchase price of the property:

Value

0 to £80,000.00	£20.00
£80,001.00 to £100,000.00	£40.00
£100,001.00 to £200,000.00	£95.00
£200,001.00 to £500,000.00	£135.00
£500,001.00 to £1,000,000.00	£270.00
£1,000,001.00 and over	£455.00

- Electronic money transfer fee £25.00 plus VAT

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

### *Anticipated Disbursements for leasehold properties*

- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50.00 and £100.00 plus VAT.
- Fee for management information – This fee is charged by the managing agents of the property and can be difficult to estimate. Often it is between £300.00 and £500.00 plus VAT.

### *How long will my re-mortgage take?*

The average process takes between 4 to 6 weeks.

### *Stages of the process*

A broad outline of the work we will carry out is as follows:

- Take your instructions and give you initial advice
- Obtaining title deeds.
- Carry out searches

- Go through conditions of mortgage offer
- Arrange for all monies needed to be received from lender and you
- Arrange for you to sign the Mortgage Deed
- Complete the re-mortgage
- Discharging your prior mortgage on the property on completion
- Deal with application for registration at Land Registry

\*Our fee assumes that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying before completion or the preparation of additional documents ancillary to the main transaction
- b. the transaction is concluded in a timely manner and no unforeseen complications arise
- c. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- d. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.