

## Conveyancing (residential)

### 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.

\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

Where it states VAT is added that is at the current prevailing rate of 20%.

An example of factors that would typically increase the cost of the service might include:

- if legal title is defective or part of the property is unregistered
- if we discover building regulations or planning permission has not been obtained
- if crucial documents we have previously requested from the client have not been provided

You should also be aware that service charge could apply throughout your ownership of the property. We will confirm the anticipated service charge (if applicable) as soon as we receive this information.

### Conveyancer's fees and disbursements

The services included in our fees generally follow these key stages:

- Supplying you with our client care package to include a written estimate of costs and disbursements.
- Obtaining evidence of identity and address from you and carrying out Anti Money Laundering searches in accordance with statutory requirements.
- Receiving and perusing title documentation draft contract and standard enquiry documentation from the conveyancer acting for your seller.
- Raising and receiving supplemental enquires arising from the paperwork received.
- Applying for standard searches (Local Authority, Water and Environmental) and checking the results
- Agreeing the form of contract and transfer deed with the conveyancer acting for your seller.
- Receiving and checking a copy of your mortgage offer and complying with your lender's requirements
- Supplying you with a written report on the contract, property and your mortgage
- Preparing Stamp Duty Land Tax Return, Transfer Deed and Mortgage Deed.
- Arranging for you to sign the contract, transfer, Stamp Duty Land Tax Return and supporting documentation.
- Discussing with you your requirements for a completion date.
- Exchanging contracts.
- Reporting to your mortgage lender on the property and obtaining your mortgage advance
- Preparing a completion statement for you setting out the financial aspects of the sale.

- Dealing with the completion of the sale.
- Registering your purchase and mortgage at the Land Registry.
- Supplying you with updated title entries from the Land Registry once registration is completed.
- Storing your file for 6 years in accordance with SRA requirements.

Our fixed fees are based on the following scales. We can give you a more concrete costs estimate when we have discussed the exact nature of your transaction and your specific requirements with you.

**Legal fees:**

- Value of property up to £200,000; £1,450 plus VAT (£1,740)
- Value of property from £200,000 to £400,000; from £1,450 to £1,800 plus VAT (£2,160)
- Value of property from £400,000 to £600,000; from £1,800 to £2,000 plus VAT (£2,400)
- Value of property from £600,000 to £800,000; from £2,000 to £2,500 plus VAT (£3,000)
- Value of property from £800,000 to £1,000,000; from £2,500 to £3,750 plus VAT (£4,500)
- Value of property £1,000,000+; £3,750 to £10,500 plus VAT (£12,600)

**Additional Fees:**

- Electronic money transfer fee; £35 plus VAT (£42)
- Infotrack AML & source of funds Checks; £30 plus VAT (£36)

**Disbursements**

Disbursements are payments related to your matter that are made to third parties on your behalf such as Land Registry fees or SDLT. We will handle the payment of the disbursements on your behalf.

**Search fees:** Fees vary from one Local Authority to another but typically in the range of £300 to £500 inclusive of VAT.

**HM Land Registry fee:** The fee payable when registering your purchase, please follow link below for the cost of the registration:

<https://www.gov.uk/guidance/hm-land-registry-registration-services-fees>

**HM Land Registry Searches:** These search fees are applicable to all purchases.

- Land Registry pre-completion search; £8.50 + VAT per title searched (£10.20)
- Bankruptcy/Land Charges search; £7.50 + VAT per name searched (£9.00)

**LMS Administration Fees:** These fees only apply to purchases which use lenders within the LMS group. If this is applicable, we will advise you on receiving the specific documents.

- LMS Administration Fee; £35 + VAT (£42.00)

**Submission Fees:** These fees apply to the submission of forms on your behalf to both the land registry and HMRC and are applicable to all purchases.

- HMRC Submission Fee; £6.00
- SDLT Submission Fee; £6.00

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

This is based on the purchase price of your property and your own circumstances. 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.

### Additional Elements

Some features of a residential transactions mean that additional fees may be incurred, all prices are exclusive of VAT which will be added at the prevailing rate of 20% unless specifically stated they are inclusive of VAT.

We provide some examples below:

- Complying with the requirements of the Homes and Communities Agency in connection with a Help to Buy Mortgage £300 + VAT (£360)
- Dealing with the additional documentation on the purchase of a new build property £400 + VAT (£480)
- Administering collection of a Help to Buy ISA bonus from HMG (per ISA) £100 + VAT (£120)
- Administering collection of a Lifetime ISA bonus (per ISA) £125 + VAT (£150)
- Dealing with a second or subsequent legal charge (per charge) £250 + VAT (£300)
- Dealing with an unregistered or defective title in a purchase; from £250 to £500 +VAT (£300 - £600)
- Preparation of a Declaration of Trust £175 + VAT (£210)
- Preparation of approval of a Deed of Covenant £125 + VAT (£140)
- Preparing or approving a deed of gift from £150 to £500 + VAT (£180-£600)
- Preparing or approving a key undertaking £100 +VAT (£120)

### How long will my house purchase take?

From the point at which your offer is accepted and you have also confirmed your instructions to us. The average transaction takes between 8-12 weeks.

The process can be quicker or slower, depending; for example, on the number of parties involved in any chain of transactions. If you are a first-time buyer. Purchasing a new build property in principle, it could take 12-15 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. On the other hand, a cash buyer of a vacant property might well be able to achieve completion in a much shorter time.

Below is an approximation of the process with estimated timescales:

Instructions	Timescale
Obtain instructions, confirm if any linked transactions, order Searches, provide breakdown of fees Client identity verification, Check Mortgage requirements (if applicable), review Memorandum of sale	1 -3 weeks
Pre Exchange - Submitting a Contract	

raise enquiries, discuss fittings and contents, report on property, confirm documents send documents for signing,	2 -6 weeks
<b>Prior to exchange of contracts</b>	
Signing documents, apportionments as required.	1-2 Weeks
<b>Exchange of contracts</b>	
Exchange of contracts, completion undertakings, pre completion searches & certificate of title (if applicable)	1 Week
<b>Completion</b>	
Legal completion & practical completion, sending funds, paying SDLT	1 Day
<b>Post Completion</b>	
Apply to register at land registry, await registration & file closure	1 month - 6 months

Please note that all timescales are reliant on third parties and these are for indicative purposes only.

### Sale of a freehold residential property

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

\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

Where it states VAT is added that is at the current prevailing rate of 20%.

An example of factors that would typically increase the cost of the service might include:

- if legal title is defective or part of the property is unregistered
- if we discover building regulations or planning permission has not been obtained
- if crucial documents we have previously requested from the client have not been provided

### Conveyancer's fees and disbursements

The services included in our fees generally follow these key stages:

- Supplying you with our client care package to include a written estimate of costs and disbursements.
- Obtaining evidence of identity and address from you and carrying out Anti Money Laundering searches in accordance with statutory requirements.
- Obtaining title documentation from the Land Registry.
- Obtaining your instructions on standard form property enquiries.
- Preparing draft contract and supporting paperwork and submitting the same to the conveyancer acting for your buyer.
- Agreeing the form of contract and transfer deed with the conveyancer acting for your buyer.
- Obtaining your instructions on and responding to supplemental enquires raised by the conveyancer for your buyer.
- Arranging for you to sign the contract and transfer documentation.
- Discussing with you your requirements for a completion date.
- Exchanging contracts.
- Obtaining a repayment figure for one mortgage account.
- Receiving your estate agent's commission account.
- Preparing a completion statement for you setting out the financial aspects of the sale.
- Dealing with the completion of the sale.
- Paying off one mortgage account from the proceeds of sale.
- Paying your estate agent from the proceeds of sale.
- Accounting to you with any balance of funds due.
- Storing your file for 6 years in accordance with SRA requirements

Our fixed fees are based on the following scales. We can give you a more concrete costs estimate when we have discussed the exact nature of your transaction and your specific requirements with you.

**Legal fees:**

- Value of property up to £200,000; £1,350 plus VAT (£1,620)
- Value of property from £200,000 to £400,000; from £1,350 to £1,700 plus VAT (£2,040)
- Value of property from £400,000 to £600,000; from £1,700 to £1,900 plus VAT (£2,280)
- Value of property from £600,000 to £800,000; from £1,900 to £2,400 plus VAT (£2,880)
- Value of property from £800,000 to £1,000,000; from £2,400 to £3,700 plus VAT (£4,440)
- Value of property £1,000,000+; £3,700 to £10,400 plus VAT (£12,480)

#### **Additional Fees:**

- Electronic money transfer fee; £35 plus VAT
- InfoTrack AML Check; £20 plus VAT

#### **Disbursements**

Disbursements are payments related to your matter that are payable to third parties. We handle the payment of the disbursements on your behalf to ensure a smoother process.

On a sale the main disbursements will be:

**Official Copy Title Entries:** from Land Registry: £10.20 inc. VAT per document

#### **Additional Elements**

Some features of a residential conveyance mean that additional fees may be incurred, all prices are exclusive of VAT which will be added at the prevailing rate of 20% unless specifically stated they are inclusive of VAT.

We provide some examples below:

- Complying with the requirements of the Homes and Communities Agency in connection with a Help to Buy Mortgage £300 + VAT (£360)
- Dealing with a second or subsequent legal charge (per charge) £250 + VAT (£300)
- Dealing with an unregistered or defective title; from £250 to £500 + VAT (£300 - £600)
- Preparation of approval of a Deed of Covenant £125 + VAT (£150)
- Preparing or approving a key undertaking £100 + VAT (£120)

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

From the point at which you accept an offer and you have also confirmed your instructions to us. The average transaction takes between 8-12 weeks.

The process can be quicker or slower, depending; for example, on the number of parties involved in any chain of transactions or the nature of the buyer and their funding.

Below is an approximation of the process with estimated timescales:

Instructions	Timescale
Obtain instructions, send protocol forms for completion, confirm if any linked transactions, any occupiers, Provide breakdown of fees, Client identity verification, Mortgage redemption (if applicable), order official copies of title,	1 - 3 weeks

deal with any restrictions.	
<b>Pre Exchange - Submitting a Contract</b>	
Confirm sellers solicitor, confirm instructions, send contract pack, receive enquiries and take instructions on responses Amend contract and agree transfer, send documents for signing & agree apportionments	2 -6 weeks
<b>Prior to exchange of contracts</b>	
Signing documents, apportionments as required.	1-2 Weeks
<b>Exchange of contracts</b>	
Exchange of contracts, completion undertakings & redemption figure (if applicable).	1 Week
<b>Completion</b>	
Legal completion & practical completion, receiving funds, paying estate agent commission, returning sale proceeds.	1 Day
<b>Post Completion</b>	
file closure	1 - 2 Weeks

Please note that all timescales are reliant on third parties and these are for indicative purposes only.

### **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.

\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

Where it states VAT is added that is at the current prevailing rate of 20%.

An example of factors that would typically increase the cost of the service might include:

- if legal title is defective or part of the property is unregistered
- if we discover building regulations or planning permission has not been obtained
- if crucial documents we have previously requested from the client have not been provided

### **Conveyancer's fees and disbursements**

The services included in our fees generally follow these key stages:

- Supplying you with our client care package to include a written estimate of costs and disbursements.
- Obtaining evidence of identity and address from you and carrying out Anti Money Laundering searches in accordance with statutory requirements.
- Receiving and perusing title documentation, lease, draft contract and standard enquiry documentation from the conveyancer acting for your seller.
- Raising and receiving supplemental enquires arising from the paperwork received.
- Applying for standard searches (Local Authority, Water and Environmental) and checking the results
- Agreeing the form of contract and transfer deed with the conveyancer acting for your buyer.
- Receiving and checking a copy of your mortgage offer and complying with your lender's requirements
- Supplying you with a written report on the contract, property, lease and your mortgage
- Preparing Stamp Duty Land Tax Return, Transfer Deed and Mortgage Deed.
- Arranging for you to sign the contract, transfer, Stamp Duty Land Tax Return and supporting documentation.
- Discussing with you your requirements for a completion date.
- Exchanging contracts.
- Reporting to your mortgage lender on the property and obtaining your mortgage advance
- Preparing a completion statement for you setting out the financial aspects of the sale.
- Dealing with the completion of the sale.
- Submitting notices of transfer and mortgage to the Landlord/Managing Agent
- Registering your purchase and mortgage at the Land Registry.

- Supplying you with updated title entries from the Land Registry once registration is completed.
- Storing your file for 6 years in accordance with SRA requirements.

Our fixed fees are based on the following scales. We can give you a more concrete costs estimate when we have discussed the exact nature of your transaction and your specific requirements with you.

**Legal fees:**

- Value of property up to £200,000; £1,650 plus VAT (£1,980)
- Value of property from £200,000 to £400,000; from £1,650 to £2,000 plus VAT (£2,400)
- Value of property from £400,000 to £600,000; from £2,000 to £2,200 plus VAT (£2,640)
- Value of property from £600,000 to £800,000; from £2,200 to £2,700 plus VAT (£3,240)
- Value of property from £800,000 to £1,000,000; from £2,700 to £3,950 plus VAT (£4,740)
- Value of property £1,000,000+; £3,950 to £10,700 plus VAT (£12,840)

**Additional Fees:**

- Electronic money transfer fee; £35 plus VAT (£42)
- Infotrack AML & source of funds Checks; £30 plus VAT (£36)

**Disbursements**

Disbursements are payments related to your matter that are made to third parties on your behalf such as Land Registry fees or SDLT. We will handle the payment of the disbursements on your behalf. There are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

**Search fees:** Fees vary from one Local Authority to another but typically in the range of £300 to £500 inclusive of VAT.

**HM Land Registry fee:** The fee payable when registering your purchase, please follow link below for the cost of the registration:

<https://www.gov.uk/guidance/hm-land-registry-registration-services-fees>

**HM Land Registry Searches:** These search fees are applicable to all purchases.

- Land Registry pre-completion search: £8.50 + VAT (£10.20) per title searched.
- Bankruptcy/Land Charges search; £7.50 + VAT (£9.00) per name searched.

**LMS Administration Fees:** These fees only apply to purchases which use lenders within the LMS group. If this is applicable, we will advise you on receiving the specific documents.

- LMS Administration Fee; £35 plus VAT (£42)

**Submission Fees:** These fees apply to the submission of forms on your behalf to both the land registry and HMRC and are applicable to all purchases.

- HMRC Submission Fee; £6.00

- SDLT Submission Fee; £6.00

#### **Anticipated Disbursements\***

- **Notice of Transfer fee:** This fee is payable to the landlord or management company. Often the fee is between £50- £300.
- **Notice of Charge fee:** This fee is payable to the landlord or management company (if the property is to be mortgaged). Often the fee is between £50 and £300.
- **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 £50 and £400.
- **Certificate of Compliance fee:** To be confirmed upon receipt of the management information and can range between £50 – £300.

\*These payments vary from property to property and can on occasion be significantly more than the ranges given above. We will be better able to give you an accurate figure once we have sight of your specific documents.

You should also be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge when we report to you on the property.

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

This is based on the purchase price of your property and your own circumstances. 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.

#### **Additional Elements**

Some features of a residential transactions mean that additional fees may be incurred, all prices are exclusive of VAT which will be added at the prevailing rate of 20% unless specifically stated they are inclusive of VAT.

We provide some examples below:

Complying with the requirements of the Homes and Communities Agency in connection with a Help to Buy Mortgage £250 + VAT (£300)

- Dealing with the additional documentation on the purchase of a new build property £400 + VAT (£480)
- Administering collection of a Help to Buy ISA bonus from HMG (per ISA) £100 + VAT (£120)
- Administering collection of a Lifetime ISA bonus (per ISA) £100 (+ VAT £120)
- Dealing with a second or subsequent legal charge (per charge) £250 + VAT (£300)
- Dealing with an unregistered or defective title in a purchase; from £250 to £500 + VAT (£300 - £600)
- Preparation of a Declaration of Trust £175 + VAT (£210)
- Preparation of approval of a Deed of Covenant £125 + VAT (£150)
- Preparing or approving a deed of gift from £150 to £500 + VAT (£180-£600)
- Preparing or approving a key undertaking £100 + VAT (£120)

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

From the point at which your offer is accepted and you have also confirmed your instructions to us. The average transaction takes between 8-12 weeks.

The process can be quicker or slower, depending; for example, on the number of parties involved in any chain of transactions. If you are a first-time buyer. Purchasing a new build property in principle, it could take 12-15 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. On the other hand, a cash buyer of a vacant property might well be able to achieve completion in a much shorter time.

Below is an approximation of the process with estimated timescales:

Instructions	Timescale
Obtain instructions, confirm if any linked transactions, order Searches, provide breakdown of fees Client identity verification, Check Mortgage requirements (if applicable), review Memorandum of sale	1 -3 weeks
<b>Pre Exchange - Submitting a Contract</b> Survey, co-ownership, Confirm sellers solicitor, confirm instructions, receive contract pack, raise enquiries, discuss fittings and contents, report on property, confirm documents receive management pack & send documents for signing,	3 - 8 Weeks
<b>Prior to exchange of contracts</b> Signing documents, apportionments as required.	1-2 Weeks
<b>Exchange of contracts</b> Exchange of contracts, completion undertakings, pre completion searches & certificate of title (if applicable)	1 Week
<b>Completion</b> Legal completion & practical completion, sending funds, paying SDLT, serving notice and paying fees	1 Day
<b>Post Completion</b> Apply to register at land registry, await registration & file closure	1 month - 6 months

Please note that all timescales are reliant on third parties and these are for indicative purposes only.

## **Sale of a Leasehold residential property**

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

\*These fees vary from property to property and can on occasion be significantly more than the ranges given below. We can give you an accurate figure once we have sight of your specific documents.

Where it states VAT is added that is at the current prevailing rate of 20%.

An example of factors that would typically increase the cost of the service might include:

- if legal title is defective or part of the property is unregistered
- if we discover building regulations or planning permission has not been obtained
- if crucial documents we have previously requested from the client have not been provided

## **Conveyancer's fees and disbursements**

The precise stages involved in the sale of a residential leasehold property vary according to the circumstances.

The standard fee set above in connection with a sale of a registered leasehold title covers the following services:

- Supplying you with our client care package to include a written estimate of costs and disbursements.
- Obtaining evidence of identity and address from you and carrying out Anti Money Laundering searches in accordance with statutory requirements.
- Obtaining title documentation from the Land Registry.
- Obtaining your instructions on standard form property enquiries.
- Obtaining replies to standard enquires from the Landlord/Managing Agent
- Preparing draft contract and supporting paperwork and submitting the same to the conveyancer acting for your buyer.
- Agreeing the form of contract and transfer deed with the conveyancer acting for your buyer.
- Obtaining your instructions on and responding to supplemental enquires raised by the conveyancer for your buyer.
- Arranging for you to sign the contract and transfer documentation.
- Discussing with you your requirements for a completion date.
- Exchanging contracts.
- Obtaining a repayment figure for one mortgage account.
- Receiving your estate agent's commission account.
- Preparing a completion statement for you setting out the financial aspects of the sale.
- Dealing with the completion of the sale.
- Paying off one mortgage account from the proceeds of sale.
- Paying your estate agent from the proceeds of sale.
- Accounting to you with any balance of funds due.
- Storing your file for 6 years in accordance with SRA requirements

Our fixed fees are based on the following scales. We can give you a more concrete costs estimate when we have discussed the exact nature of your transaction and your specific requirements with you.

#### **Legal fees:**

- Value of property up to £200,000; £1,550 plus VAT (£1,860)
- Value of property from £200,000 to £400,000; from £1,550 to £1,900 plus VAT (£2,280)
- Value of property from £400,000 to £600,000; from £1,900 to £2,100 plus VAT (£2,520)
- Value of property from £600,000 to £800,000; from £2,100 to £2,600 plus VAT (£3,120)
- Value of property from £800,000 to £1,000,000; from £2,600 to £3,900 plus VAT (£4,680)
- Value of property £1,000,000+; £3,900 to £10,600 plus VAT (£12,720)

#### **Additional Fees:**

- Electronic money transfer fee; £35 plus VAT (£42)
- Infotrack AML Check; £20 plus VAT (£24)

#### **Disbursements**

Disbursements are payments related to your matter that are payable to third parties. We handle the payment of the disbursements on your behalf to ensure a smoother process.

On a sale the main disbursements will be:

**Official Copy Title Entries:** Title entries from Land Registry; £8.50 + VAT per document (£10.20)

**Fees of managing agent:** The fee for providing replies to standard enquiries relating to the management of a building/estate. The fees are not within our control, as they are set by the managing agent.

#### **Additional Elements**

Some features of a residential conveyance mean that additional fees may be incurred, all prices are exclusive of VAT which will be added at the prevailing rate of 20% unless specifically stated they are inclusive of VAT.

We provide some examples below:

- Complying with the requirements of the Homes and Communities Agency in connection with a Help to Buy Mortgage £300 + VAT (£360)
- Dealing with a second or subsequent legal charge (per charge) £250 + VAT (£300)
- Dealing with an unregistered or defective title; from £250 to £500 + VAT (£300 – £600)
- Preparation of approval of a Deed of Covenant £125 + VAT (£150)
- Preparing or approving a key undertaking £100 + VAT (£120)

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

From the point at which you accept an offer and you have also confirmed your instructions to us. The average transaction takes between 8-12 weeks. The process can be quicker or slower, depending; for example, on the number of parties involved in any chain of transactions or the nature of the buyer and their funding.

Below is an approximation of the process with estimated timescales:

Instructions	Timescale
Obtain instructions, send protocol forms for completion, confirm if any linked transactions, any occupiers, Provide breakdown of fees, Client identity verification, Mortgage redemption (if applicable), order official copies of title, deal with any restrictions & order management pack.	1 - 3 weeks
<b>Pre Exchange - Submitting a Contract</b>	
Confirm sellers solicitor, confirm instructions, send contract pack, receive enquiries and take instructions on responses	
Amend contract and agree transfer, send documents for signing & agree apportionments	2-8 Weeks
<b>Prior to exchange of contracts</b>	
Signing documents, apportionments as required.	1-2 Weeks
<b>Exchange of contracts</b>	
Exchange of contracts, completion undertakings & redemption figure (if applicable).	1 Week
<b>Completion</b>	
Legal completion & practical completion, receiving funds, paying estate agent commission, returning sale proceeds.	1 Day
<b>Post Completion</b>	
file closure	1 - 2 Weeks

Please note that all timescales are reliant on third parties and these are for indicative purposes only.

### **Mortgage/ re-mortgage freehold**

Our fees cover all the work\* required to complete the mortgage/ re-mortgage of your home, including dealing with registration at the Land Registry.

\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

Where it states VAT is added that is at the current prevailing rate of 20%.

An example of factors that would typically increase the cost of the service might include:

- if legal title is defective or part of the property is unregistered
- if we discover building regulations or planning permission has not been obtained
- if crucial documents we have previously requested from the client have not been provided

### **Conveyancer's fees and disbursements**

The services included in our fees generally follow these key stages:

- Supplying you with our client care package to include a written estimate of costs and disbursements.
- Obtaining evidence of identity and address from you and carrying out Anti Money Laundering searches in accordance with statutory requirements.
- Applying for standard searches (Local Authority, Water and Environmental) and checking the result.
- Receiving and checking a copy of your mortgage offer and complying with your lender's requirements
- Supplying you with a written report on your mortgage
- Preparing Mortgage Deed.
- Arranging for you to sign the mortgage deed.
- Discussing with you your requirements for a completion date.
- Reporting to your mortgage lender on the property and obtaining your mortgage advance.
- Preparing a completion statement for you setting out the financial aspects of the remortgage.
- Dealing with the completion of the remortgage.
- Registering your mortgage at the Land Registry.
- Supplying you with updated title entries from the Land Registry once registration is completed.
- Storing your file for 6 years in accordance with SRA requirements.

Our fixed fees are based on the following scales. We can give you a more concrete costs estimate when we have discussed the exact nature of your transaction and your specific requirements with you.

**Legal Fees:**

- Legal fees; £1000 plus VAT (£1200)
- Fee for acting on behalf of the mortgage lender; included in the above

**Additional Fees:**

- Electronic money transfer fee; £35 plus VAT (£42)
- Thirdfort AML & source of funds Checks; £30 plus VAT (£36)

**Disbursements**

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

**Search fees:** Fees vary from one Local Authority to the next, however typically in the range of £300 to £500 inc. VAT

**HM Land Registry fee:** The fee payable when registering your purchase, please follow link below for the cost of the registration:

<https://www.gov.uk/guidance/hm-land-registry-registration-services-fees>

**HM Land Registry Searches:** These search fees are applicable to all purchases

- Land Registry pre-completion search; £8.50 plus VAT per title searched (£10.20)
- Bankruptcy/Land Charges search; £7.50 plus VAT per name searched (£9.00)

**LMS Administration Fees:** These fees only apply to purchases which use lenders within the LMS group. If this is applicable, we will advise you on receiving the specific documents.

- LMS Administration Fee; £35 plus VAT (£42)

**How long will my remortgage take?**

From the point at which we have received your mortgage offer and you have also confirmed your instructions to us. The average transaction takes between 4-8 weeks.

However, this could be longer or shorter depending on factors such as lenders requirements and separate representation. If we are aware of these then we will of course make this clear to you as soon as we are made aware.

Below is an approximation of the process with estimated timescales:

Instructions	Timescale
Obtain instructions, confirm if any linked transactions, any occupiers, provide breakdown of fees, Client identity verification, Mortgage redemption, order official copies of title, deal with any restrictions.	1 - 3 Weeks
Pre Completion	
Confirm Lenders solicitor (if applicable), Receive mortgage offer, check conditions and special conditions,	1 - 3 Weeks

enter searches (if applicable), Review title and restrictions	
<b>Pre Completion - Documents</b>	
Signing documents, Proof of insurance, Land registry pre completion searches.	1 Weeks
<b>Completion</b>	
Legal completion & practical completion, receiving funds, returning excess proceeds.	1 Day
<b>Post Completion</b>	
Registration & file closure	1 - 6 Months

Please note that all timescales are reliant on third parties and these are for indicative purposes only.

### **Mortgage/ re-mortgage Leasehold**

Our fees cover all the work\* required to complete the mortgage/ re-mortgage of your home, including dealing with registration at the Land Registry.

\*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

Where it states VAT is added that is at the current prevailing rate of 20%.

An example of factors that would typically increase the cost of the service might include:

- if legal title is defective or part of the property is unregistered
- if we discover building regulations or planning permission has not been obtained
- if crucial documents we have previously requested from the client have not been provided

### **Conveyancer's fees and disbursements**

The services included in our fees generally follow these key stages:

- Supplying you with our client care package to include a written estimate of costs and disbursements.
- Obtaining evidence of identity and address from you and carrying out Anti Money Laundering searches in accordance with statutory requirements.
- Applying for standard searches (Local Authority, Water and Environmental) and checking the result.
- Receiving and checking a copy of your mortgage offer and complying with your lender's requirements
- Supplying you with a written report on your mortgage
- Preparing Mortgage Deed.
- Arranging for you to sign the mortgage deed.
- Discussing with you your requirements for a completion date.
- Reporting to your mortgage lender on the property and obtaining your mortgage advance.
- Preparing a completion statement for you setting out the financial aspects of the remortgage.
- Dealing with the completion of the remortgage.
- Registering your mortgage at the Land Registry.
- Supplying you with updated title entries from the Land Registry once registration is completed.
- Storing your file for 6 years in accordance with SRA requirements.

Our fixed fees are based on the following scales. We can give you a more concrete costs estimate when we have discussed the exact nature of your transaction and your specific requirements with you.

### **Legal Fees:**

- Legal fees; £1200 plus VAT (£1440)

- Fee for acting on behalf of the mortgage lender; included in the above

#### **Additional Fees:**

- Electronic money transfer fee; £35 plus VAT (£42)
- Infotrack AML & source of funds Checks; £30 plus VAT (£36)

#### **Disbursements**

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

**Search fees:** Fees vary from one Local Authority to the next, however typically in the range of £300 to £500 inc. VAT.

**HM Land Registry fee:** The fee payable when registering your purchase, please follow link below for the cost of the registration:

<https://www.gov.uk/guidance/hm-land-registry-registration-services-fees>

**HM Land Registry Searches:** These search fees are applicable to all purchases.

- Land Registry pre-completion search: £8.50 plus VAT per title searched (£10.20)
- Bankruptcy/Land Charges search; £7.50 plus VAT per name searched (£9.00)

**LMS Administration Fees:** These fees only apply to purchases which use lenders within the LMS group. If this is applicable, we will advise you on receiving the specific documents.

- LMS Administration Fee; £35 plus VAT (£42)

#### **Anticipated Disbursements\***

- **Notice of Charge fee:** This fee is payable to the landlord or management company (if the property is to be mortgaged). Often the fee is between £50 and £300.
- **Certificate of Compliance fee:** To be confirmed upon receipt of the management information and can range between £50 – £300.

\*These payments vary from property to property and can on occasion be significantly more than the ranges given above. We will be better able to give you an accurate figure once we have sight of your specific documents.

#### **How long will my remortgage take?**

From the point at which we have received your mortgage offer and you have also confirmed your instructions to us. The average transaction takes between 4-8 weeks.

However, this could be longer or shorter depending on factors such as lenders requirements and separate representation. If we are aware of these then we will of course make this clear to you as soon as we are made aware.

Below is an approximation of the process with estimated timescales:

Timescale

<b>Instructions</b>	
Obtain instructions, confirm if any linked transactions, any occupiers, provide breakdown of fees, Client identity verification, Mortgage redemption, order official copies of title, deal with any restrictions.	1 - 3 Weeks
<b>Pre Completion</b>	
Confirm Lenders solicitor (if applicable), Receive mortgage offer, check conditions and special conditions, enter searches (if applicable), Review title and restrictions, order & review management pack.	2 - 6 Weeks
<b>Pre Completion - Documents</b>	
Signing documents, Proof of insurance, Land registry pre completion searches.	1 Weeks
<b>Completion</b>	
Legal completion & practical completion, receiving funds, returning excess proceeds.	1 Day
<b>Post Completion</b>	
Registration, notice, management requirements & file closure	1 - 6 Months

Please note that all timescales are reliant on third parties and these are for indicative purposes only.

## **Excluded Items**

Richard Griffiths & Co Solicitors do not provide advice on tax matters in any form. We will not assume any responsibility to advise on any tax implications or tax planning strategies, or the likelihood of them arising. Any such responsibility can only be accepted subject to specific and express agreement between us.

## **The lawyers who work in this area are:**

- [Liam Burke](#) - Head of Conveyancing & Senior Responsible Officer (Solicitor)
- [Georgianna Kaya](#) (CileX Lawyer)
- [Karen Cox](#) (Conveyancing Executive)
- [Maria Blanco](#) (Solicitor)

Please click on the fee earner to find out more about their level of experience and click [here](#) to see current [hourly rates](#).

Liam Burke is supervised by Richard Griffiths (Senior Partner).

Georgianna Kaya, Karen Cox & Maria Blanco are all supervised by Liam Burke (Head of Conveyancing).