

**PURCHASE:** Our fee for dealing with a standard conveyancing freehold property purchase depends firstly on the purchase price for the property. Where VAT is charged, the rate is 20%.

**SALE:** Our fee for dealing with a standard conveyancing freehold property sale depends firstly on the sale price for the property. Where VAT is charged, the rate is 20%

**Our fee for dealing with a standard re-mortgage on a freehold property is £600 plus VAT. For standard leasehold re-mortgages we charge £750 plus VAT. Where VAT is charged, the rate is 20%**

Value	Fee	Value	Fee
Up to £750,000	£1250.00- £2500 plus VAT	Up to £500,000	£1250.00- £2500 plus VAT
from £750,000	£1850.00- £3000 plus VAT	over £500,000	£1,500.00- £3000 plus VAT
from £1,000,000	£2000- £3750 plus VAT	from £1,000,00	£2,000-£3750.00 plus VAT
Over £2,000,000	£3000.00-£4950 plus VAT	Over £2,000,000	£3,000.00 - £4950 plus VAT

We charge at least £10 + VAT on each matter for obtaining and reviewing Land Registry OS1 and Bankruptcy checks. This may be higher if there are multiple borrowers or properties being mortgaged.

We charge £40 + VAT per person for conducting and reviewing AML checks for new clients.  
AND

We charge £225.00 + VAT for ordering and reviewing searches, if applicable.

If we are arranging the transfer of funds electronically, we will charge a fee for our time involved in arranging each transfer of £50.00 plus VAT per bank Transfer

For standard leasehold purchases, we charge an additional £300 plus VAT.

For standard leasehold sales, we charge an additional £300 plus VAT.

For new build properties, we charge an additional £350.00 plus VAT

If you will be redeeming a mortgage, we would charge an additional £200 + VAT per mortgage

If you will be getting a mortgage, we would normally act for the lender for an additional £450 + VAT fee.

We charge approximately £10 + VAT for obtaining and perusing freehold Land Registry documentation on each matter and a further £15 + VAT for leasehold documentation, if applicable. This may be higher if there are many registered documents for the property

In cases where matters become protracted or more complicated than initially anticipated, you will be notified and any additional work will be charged at an hourly rate of £300 + VAT. We reserve the right to incur up to £250.00 without prior consultation if it is in your best interest to do so

We charge at least £10 + VAT on each matter for obtaining and reviewing Land Registry OS1 and Bankruptcy checks. This may be higher if there are multiple purchasers or properties being purchased.

We charge £40 + VAT per person for conducting and reviewing AML checks for new clients.

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We charge £225 + VAT for ordering and reviewing searches.

Additional fees may apply for matters that fall outside of a normal conveyancing transaction. Please see "Potential Additional Fees" section below. This is of particular significance in leasehold transactions as the lease can often reveal the need for dealing with additional documentation.

AND

If we are arranging the transfer of funds electronically, we will charge a fee for our time involved in arranging each transfer, for example sending the proceeds of sale to you on completion. Our cost for this is £50 plus VAT.

If we are arranging the transfer of funds electronically, we will charge a fee for our time involved in arranging each transfer, for example sending completion money to your seller's solicitors on completion. Our cost for this is £45 plus VAT.

If your matter requires urgent attention, please let us know at the outset so we can adjust our fees accordingly.

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## Average Timescales

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How long it will take from your offer being accepted until you can move in to your new home will depend on several factors.

How long it will take from you accepting the buyer's offer to completing sale will depend on several factors.

The average process for a freehold property re-mortgage to complete can range between 4 weeks to 2 months as is dependent of several factors which may be out of our control.

The average process for a freehold property takes between 6 to 12 weeks to exchange, and a further 2 weeks before completion, dependent on all parties involved being agreeable to the completion date. Leasehold transactions can take longer due to the information packs that are required from the freeholder/landlord.

The average process takes between 6 to 8 weeks to exchange, and a further 2 weeks before completion, dependent on all parties involved being agreeable to the completion date.

Leasehold transactions can take longer due to the information that is required from the freeholder/landlord.

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

It can be quicker or slower, depending on the parties in the chain. For example, if you are selling to a buyer involved in a chain, or a first-time buyer.

However, if you are selling a leasehold property that requires an extension of the lease, this can take significantly longer. In such, a situation additional charges would apply. Leasehold matters often take longer due to the additional parties involved in the transaction, including landlords/managing agents/companies.

## The service

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Our work will be conducted by Maame Djan-Krofa, the Principal Solicitor of the firm who was admitted as a solicitor in 2006. She is supported by a team of qualified lawyers who act as consultant for the firm and we will let you know the name and status of any lawyer working on you matter.

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**In acting for you in respect of your purchase of a freehold residential property, we will:**

Take your initial instructions and give you initial advice

**In acting for you in respect of your sale of a freehold residential property, we will:**

Take your initial instructions and give you initial advice

**In acting for you in respect of a re-mortgage of freehold residential property, we will:**

Take your initial instructions and give you initial advice

Conduct anti-money laundering checks and where necessary make further enquiries in respect of source of funds	Obtain title documents from the Land Registry and prepare the contact pack once you have completed the initial property information forms for the property you are selling	Receive and advise on offer of loan and any special conditions and provide you with a report.
Receive and advise on draft contract and related documents	Draft your contract for sale and issue to the buyer's solicitors	Carry out the requisite searches required by your lender
Carry out the requisite searches, applicable to the property you are purchasing	Take your instructions on any enquiries raised by your buyer's solicitors	Send mortgage deed to you for signature
Make any necessary enquiries of seller's solicitor	Obtain an interim redemption statement if you have a mortgage on the property	Agree a completion date
Provide you with an initial report on title and a search report on all documents and information received	Send you the final contract and arrange for you to sign in readiness for exchange	Complete the certificate of title and request draw down
If you are buying with an aid of a mortgage, we shall review your offer of loan and advise you on the terms of the conditions or special conditions and provide you with a report, to include the mortgage deed	Agree completion date (date from when you will no longer own the property and will have had to vacate the premises)	Advise you of the monies needed or surplus for completion
Send final contract to you for signature	Exchange contracts and notify you that this has happened	Complete the matter
Agree a completion date (date from which you own the property)	Approve transfer from the buyer's solicitors and send to you for signature and witnessing	Deal with application for registration at Land Registry
Exchange contracts and notify you that this has happened	Request your estate agent's commission account for settlement on completion	Send you your registration documents once the registration formalities have been concluded
Advise you of the monies needed for completion	Request a final redemption statement from your lender	Please note the fee is based on all documents and communications being sent to you electronically
Submit the certificate of title to your lender in order to request the mortgage advance	Complete your transaction and send you the proceeds of sale once all fees and balances due have been paid, to include the redemption of your mortgage	In relation to leasehold properties we will also:
Complete purchase	Send the executed transfer to the buyer's solicitors	Review your lease and report on the terms of the lease in accordance with the Council of Mortgage Lender's Handbook

Deal with payment of Stamp Duty Land Tax	Obtaining discharge documents and sending to the buyer's solicitors following completion	Advise you of any additional costs required pursuant to the Lease in respect of landlord/ managing agents/management company involved, as appropriate
Deal with application for registration at Land Registry	Please note the fee is based on all documents, communications being sent to you electronically	Request and review your buildings insurance policy
Send you your registration documents once the registration formalities have been concluded		Make enquiries with the Landlords or their agents via the seller's solicitors in respect of any outstanding service charge or ground rent arrears
Please note the fee is based on all documents and communications being sent to you electronically		
In relation to leasehold properties we will also:	In relation to leasehold properties we will also:	
Review your lease and report to you on the terms of the lease	Obtain a copy of your Lease from the Land Registry/ you	
Advise you of any additional costs required pursuant to the lease in respect of landlord/ managing agents/ management company involved, as appropriate	Contact the landlord/managing agent for replies to standard leasehold enquiries and raise any specific enquiries raised by your buyer's solicitors to the landlord or their agents	
Advise on service charge and ground rent pursuant to the lease	Advise you of any additional costs required pursuant to the lease in respect of landlord/managing agents/ management company involved, as appropriate	
Make enquiries with the landlord or their agents via the seller's solicitors in respect of the arrangements for management/maintenance of the building in which your property is located, including common parts	Advise on service charge and ground rent pursuant to the lease	

**Information on Estimated Fees**

Your fee will reflect work involved in your transaction. Our fee assumes that:

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This is a normal conveyancing transaction and that no unforeseen matters arise, including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction.

There may be additional documents and requirements of your specific sale, be it based on the documentation required to transfer the title into the buyer's name, or to deal with specific parties involved in your transaction.

If a leasehold purchase, this is the assignment of an existing lease and not the grant of a new lease in leasehold matters.

We have set out in the "Potential Additional Fees" section situations that may arise which would require us to charge you additional fees. We will of course notify you of any additional costs and disbursements before they are incurred.

The transaction is concluded in a timely manner and no unforeseen complication arises

Please note that if for any reason we are unable to proceed, or you choose to close your matter after you have instructed us, you will still be charged for any work (including additional work) that we have carried out.

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

There may be additional documents and, requirements of your specific purchase, based on the documentation required to transfer the title into your name, or to deal with specific parties involved in your transaction.

We have set out in the "Potential Additional Fees" section situations that may arise which would attract additional fees. We will of course notify you of any additional costs and disbursements before they are incurred.

Please note that if for any reason we are unable to proceed, or you choose to close your matter after you have instructed us, you will still be charged for any work (including additional work) that we have carried out.

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Likely disbursements and expenses (these are payable to third parties by us on your behalf)

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[Land Registry Fee – this will depend on the purchase price of your property. You can calculate the fee on the Land Registry's website](#)

Landlord's Property Enquiries form. This usually ranges between £100 – £500 plus VAT

[Land Registry fee – this will depend on the value of the mortgage you are obtaining. You can calculate the fee you will on the Land Registry's website](#)

Stamp Duty Land Tax – this will depend upon the purchase price of your property. You can calculate the amount you will need to pay on HMRC's website

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Potential Additional Disbursements

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In leasehold matters, there are additional payments that may need to be made, which vary depending per property. These are:

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Notice of assignment/notice of charge (if the property is to be mortgaged). These normally cost from £30 to £295 each and additional VAT may be payable.

Landlord's consent. The landlord/management company/agent may charge a fee for preparing this document and provide additional requirements. We will advise you of this cost, if appropriate, however the cost could range between £25 to £200 plus VAT

Landlord's Property Enquiries form. This usually ranges between £100 – £500 plus VAT

Deed of Covenant. If required by the lease, this normally costs from £30 to £150 and additional VAT may be payable.

Other disbursements may apply depending on the terms of your lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

Certificate of Compliance. If required by the lease, this normally costs from £100 to £250 and additional VAT may be payable.

Stock transfer form. If proprietor for the freehold is a limited company and a share in the company is being transferred.

Other disbursements may apply depending on the terms of your lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

You may wish to instruct a surveyor and this will be a separate charge to whomsoever you choose to instruct.

Potential Additional Fees

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We always provide clients with a fee estimate at the start of each new matter, therefore if you would like a bespoke estimate for your matter, please contact us to discuss.

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If your case involves unexpected complications, we will always inform you, including any additional fees that may apply, so that you can make an informed decision as to how to proceed. You should be aware that additional fees will apply in the following situations:

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Fees are listed without VAT (20%) which will be payable.

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Additional Work	Fee (excluding VAT)	Additional Work	Fee (excluding VAT)	Additional Work	Fee (excluding VAT)
Acting for an additional lender	£350	Acting for an additional lender	£250	Approval of a tenancy Agreement in accordance with your lender requirements.	£250
Administering service charge retentions in leasehold matters	£75	Administering service charge retentions in leasehold matters	£75	Additional bank transfer costs (per transfer)	£45



Administration fees if you require your documents by post	£25	Administration fees if you require your documents by post	£25	Additional bank transfer costs (per Faster Payment transfer)	£45
Conducting additional source of funds/source of wealth checks	From £75	Dealing with lease extension	From £200	Administration fees for unpaid cheques	£50
Approving a lease extension	£375	Approval of a tenancy agreement	£250	Administration costs for cheques stopped at client request	£50
Approval of a tenancy agreement	£275	Additional bank transfer costs (per transfer)	£50	Dealing with sitting tenants or occupiers	£200
Additional bank transfer costs (per transfer)	£50	Additional bank transfer costs (per Faster Payment transfer)	£50	Dealing with trust property	£200
Additional bank transfer costs (per Faster Payment transfer)	£50	Administration fees for unpaid cheques	£50	Dealing with solar panel leases and unusual leases	£125
Administration fees for unpaid cheques	£50	Administration costs for cheques stopped at client request	£50	Dealing with private charge holders	£150
Administration costs for cheques stopped at client request	£50	Dealing with sitting tenants or occupiers	£275	Dealing with ground rent or service charge (if you are not up to date)	£125
Dealing with share of freehold involving a transfer	£250	Dealing with share of freehold for a leasehold property involving a transfer	£275	Drafting RX3/4 form to remove a restriction on the title	£125
Dealing with share of freehold involving a share certificate	£125	Dealing with share of freehold for a leasehold property involving a share certificate	£100	Drafting and dealing with deed of covenant	£150
Dealing with off-plan or new build purchases	£275	Dealing with trust property	£200	File retrieval from storage	£50
Dealing with sitting tenants or occupiers	£275	Dealing with solar panel leases and unusual leases	£275	General power of attorney	£100
Dealing with trust property	£200	Dealing with private charge holders	£150	Liaising with third party solicitor/conveyancer (including those acting on a related transaction or in a matrimonial dispute)	£200
Deed of covenant	£200	Dealing with ground rent or service charge (if you are not up to date)	£125	Mutual deed of covenant for flying freehold	£150
Deed of easement	£200	Drafting certificate of consent/compliance	£125	Obtaining or approving indemnity insurance	£75
Deed of gift	£100	Drafting RX3/4 form to remove a restriction on the title	£125	Redeeming a lender's charge (per redemption)	£150
Deed of grant or variation	from £200	Drafting/dealing with deed of covenant	£200	Removal of registered restriction from the Land Registry records	£75
Deed of guarantee	£150	Drafting and dealing with deed of easement (to grant or reserve rights)	£150	Removal of the registered caution from the Land Registry records	£75
Drafting statutory declaration or statement of truth	£100	Drafting additional contract packages for sale contract race	£175	Repaying a legal charge/ mortgage over another property	£150
File retrieval from storage	£50	Drafting statutory declaration or statement of truth	£100	Returning original documents	£10

This list is not exhaustive, and there may be additional fees. In addition to our legal fees for some items above you may incur an associated disbursement, such as additional Land Registry fees, or landlord fees (if appropriate). We will inform you accordingly.

General power of attorney	£100	File retrieval from storage	£50
Investigating bankruptcy entry	£150	General power of attorney	£100
Dealing with Land Registry restriction(s)	£100	Liaising with third party solicitor/ conveyancer (including those acting on a related purchase or in a matrimonial dispute)	£200
Letter of postponement or deed of postponement	£75	Matrimonial disputed sale	from 250
Liaising with third party solicitor/ conveyancer (including those acting on a related sale or in a matrimonial dispute)	£200	Mutual deed of covenant for flying freehold	£150
Liaising with trustee in bankruptcy	from 100	Obtaining or approving indemnity insurance	£75
Mutual deed of covenant for flying freehold	£150	Removal of registered restriction from the Land Registry records	£75
Obtaining or approving indemnity insurance	£75	Removal of the registered caution from the Land Registry records	£75
Purchase at an undervalue	£200	Repaying a legal charge/ mortgage over another property	£150
Registration at Companies House	£150	Returning original documents	£10
Reviewing a surveyor's report	£150	Sale at an undervalue	£150
SDLT supplemental fee	£100	Share equity / Help to Buy	from 1250.00
Shared equity / Help to Buy	£1,250	Shared ownership	from 250
Shared ownership	£1,250	Staircasing	from 650
Staircasing	£650	Unregistered land	£250
Unregistered land	£250	Updating your name and address on the Land Registry records	£75

This list is not exhaustive, and there may be additional fees. In addition to our legal fees for some items above you may incur an associated disbursement, such as additional Land Registry fees, or landlord fees (if appropriate). We will inform you accordingly.

Voluntary first registration for a sale	£200
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