

Sales and Purchases of leasehold residential property

Our fees cover all of the work listed in our residential sale specification and residential purchase specification. [Click here to see the sale specification](#) and [here to see the purchase specification](#).

Our work will not include :-

- a. the provision of tax advice (other than the Stamp Duty Land Tax payable in relation to any aspect of the matter) : That would be a matter for further specialist advice from this firm or elsewhere, should you choose.
- b. any other work which is not properly ancillary to the conveyancing process.

We charge on a time basis, by reference to hourly charging out rates. The applicable hourly charging out rates for this work are :-

Susannah Taylor : £270 plus VAT at 20% per hour.

Andrew Williamson: £270 plus VAT at 20% per hour.

Natalie Linehan: £230 plus VAT at 20% per hour.

Natasha Elston: £200 plus VAT at 20% per hour.

On average :-

- i. the work in connection with a sale takes between 5 and 7 hours to complete and
- ii. the work in connection with a purchase takes between 6 and 9 hours to complete.

This means that, on average, our costs will be :-

between £1,350 and £1,890 plus VAT at 20% in connection with a sale at Susannah Taylor's and Andrew Williamson's hourly charging rates, £1,150 and £1,610 plus VAT at 20% at Natalie Linehan's charging out rate, and £1,000 and £1,400 plus VAT at 20% at Natasha Elston's charging out rate.

between £1,650 and £2,430 plus VAT at 20% in connection with a purchase at Susannah Taylor's and Andrew Williamson's hourly charging rates, £1,380 and £2,070 plus VAT at 20% at Natalie Linehan's charging out rate and £1,200 and £1,800 plus VAT at 20% at Natasha Elston's charging out rate.

The exact number of hours it will take to complete the work depends on a variety of factors. Those factors include, but are not limited to :-

- The number of attendances on you, the other party's Solicitors and any relevant third parties (such as Estate Agents, Landlord's Solicitors, Managing Agents) which are necessary in each transaction.
- The complexity of the title to the property.
- The complexity of the documents which we have to draft and/or approve on your behalf.
- The time which we have to spend in dealings with your mortgage lenders.
- Whether there are any problems or difficulties with the title documents (for example if any relevant documents are missing).

We stress that these examples are not a complete list of the potentially relevant factors. Often it is, at the outset of a transaction, impossible to know which factors may become relevant during the course of it.

The payments out which we will, typically, have to make are :-

1. on a sale :-
 - Online identification evidence verification fee : £2.72 plus VAT at 20% per individual.

- Land Registry fees : £12 plus VAT at 20%
- Electronic funds transfer fee (mortgage redemption) : £35 plus VAT at 20%

2. on a purchase :-

- Online identification evidence verification fee : £2.72 plus VAT at 20% per individual.
- Search fees : There is an extent to which these will vary from transaction to transaction but, typically, these will be approximately :-
 - i. Local Land Charges Search : £131.50
 - ii. Drainage and Water Enquiries : £34
 - iii. Environmental Search : £96
 - iv. Coal and Brine Report : £45.50
 - v. Chancel Liability Check : £24.00
- Bankruptcy search : £6 plus VAT at 20% per individual.
- Land Registry search : £7 plus VAT at 20%.
- Land Registry fee : This will vary depending on the price which you pay for the property.
- Electronic funds transfer fee : £35 plus VAT at 20%
- Stamp Duty Land Tax : This depends on the purchase price of the property. You can calculate the amount which you will need to pay by using the Revenue's website <https://www.gov.uk/stamp-duty-land-tax/residential-property-rates> or if the property is located in Wales by using the Welsh Revenue Authority's website <https://beta.gov.wales/land-transaction-tax-calculator>.
- Landlord's and/or Managing Agents' fees : (These will be confirmed in a Leasehold Management Pack provided by the Landlord and/or Managing Agent)

We do stress that, by providing this information, we are not providing a fixed fee quote.

We reserve the right to revise the estimates given above for our costs upwards on our notification to you if either :-

- a. any relevant factors other than time and value prove to be significant.
- b. the work proves to take :-
 - On a sale : More than 6 hours or
 - On a purchase : More than 8 hours.
- c. we are required to carry out any work outside the scope of our original instructions. We will let you know if we have to do or anticipate having to do any additional work.

Timescales :-

How long it will take from acceptance of an offer until you can move in or out of your property will depend on a number of factors. However, and on average, the process takes between approximately 6 and 10 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, and if you are a first time buyer, purchasing a new build property with a mortgage in principle, it could take approximately 8 weeks, provided of course that the house is ready for occupation.

If you are buying a leasehold property, which may require an extension of the Lease, it could take significantly longer, perhaps between 3 and 6 months. In that situation, additional costs would be payable.

Mortgage and Remortgage Specification

1. Instructions received. Explanatory letter to the Client supplying and seeking information.
2. Documents of Title received. Immediately:
 - 2.1 Make Searches and Enquiries.
 - 2.2 Request a Redemption Statement(s) for all registered Charges.
 - 2.3 Investigate the property's title.
3. Mortgage Instructions received :-
 - 3.1 Deal with Lender's Special Conditions.
 - 3.2 Prepare Mortgage Deed for signature.
4. Search results received. Full written report on legal matters to the Client with the Mortgage Deed for signature.
5. Instruct property insurance at the time indicated by the Mortgage Instructions.
6. Preparations for completion including:
 - 6.1 financial arrangements.
 - 6.2 pre-completion Searches.
 - 6.3 request a Redemption Statement for all registered Charges made up to the date of completion.
7. Make completion arrangements and implement them with a view to maximum efficiency and cost-effectiveness (including report to and obtaining funds from the Mortgagees).
8. Post-completion:
 - 8.1 Register the redemption of the existing Mortgage and the new Mortgage.
 - 8.2 After registration formalities are complete send the Title Documents to the Lender and/or Client.

Residential Sale Specification

1. Instructions received.
 - 1.1 Explanatory letter to the Client supplying and seeking information.
 - 1.2 (As soon as Mortgagees' details known): request to them for documents of title.
 - 1.3 (Where title registered) request to Land Registry for copy entries in the Register.
2. Documents of title (or Land Registry entries) received. Immediate preparation of:
 - 2.1 Sale Agreement.
 - 2.2 (Where title unregistered) details of title.
3. Instructions received from Seller – completion of “package” for Buyer's Solicitors.
4. Sale arranged:
 - 4.1 Submit Package to Buyer's Solicitors.
 - 4.2 Seek details of them and of the Selling Agents about the position about any “chain”.
5. Reply from Buyer's Solicitors:
 - 5.1 Obtain information necessary to reply to any questions raised by Buyer's Solicitors.
 - 5.2 Amend if necessary and approve the Transfer of ownership.
 - 5.3 Have the Sale Agreement and Transfer signed by the Seller.
6. Buyer's part of the Agreement received:

- 6.1 Appropriate action in any related purchase.
- 6.2 When appropriate for the Seller (including when completion date certain) exchange of Agreements.
- 7. Ascertain and supply relevant financial information about completion of the sale.
- 8. Make and effect completion arrangements with maximum efficiency and cost-effectiveness.
- 9. Cancel the property insurance when appropriate and seek a rebate of premium.
- 10. Post completion. Immediate dealings with :
 - 10.1 money including redemption of the Mortgage
 - 10.2 documents (including endowment policies).
- 11. Throughout :
 - 11.1 Questions raised by the Seller and the Buyer's Solicitors dealt with immediately.
 - 11.2 Enquiries, advice to the Seller and positive action about any "chain" of dependent transactions.

Residential Purchase Specification

- 1. Instructions received. Explanatory letter to the Client supplying and seeking information.
- 2. Purchase confirmed. Request to Seller's Agents for relevant information.
- 3. Draft Sale Agreement received. Immediately:
 - 3.1 Make Searches and Enquiries.
 - 3.2 Reply to the Seller's Solicitors:
 - 3.2.1 Raise any necessary questions about legal and practical matters.
 - 3.2.2 Prepare and submit draft Transfer of ownership and other items.
 - 3.2.3 Amend if necessary and approve the Agreement.
 - 3.2.4 Investigate the property's title.
- 4. Pre-Contract investigations completed. Full written report on legal matters to the Buyer with the Agreement for signature.
- 5. When appropriate for the Buyer (including when completion date certain) exchange Agreements.
- 6. Instruct property insurance at the time indicated by the Agreement.
- 7. Finalise the purchase and mortgage documents and have them signed.
- 8. Preparations for completion including:
 - 8.1 financial arrangements.
 - 8.2 pre-completion Searches.
- 9.1 Make completion arrangements and implement them with a view to maximum efficiency and cost-effectiveness (including report to and obtaining funds from the Mortgagees).
- 9.2 In anticipation of completion, arrange for completion of the Land Transaction Return Form.
- 10. Post-completion:
 - 10.1 Submit Land Transaction Return Form and (assuming that it is payable) pay Stamp Duty Land Tax (or if the property you wish to buy is in Wales) Land Transaction Tax.
 - 10.2 Serve requisite Notices.
 - 10.3 Register the Title.
 - 10.4 (After registration) deal with the title documents.
- 11. (Throughout) :

- 11.1 Questions raised by the Buyer or the Seller's Solicitors dealt with immediately.
11.2 Enquiries, advice to the Buyer and positive action about any "chain" of dependent transactions.

Residential Conveyancing Price Information

Mortgages and Remortgages

Our fees cover all of the work listed in our residential Mortgage and Remortgage specification.

Our work will not include :-

- a. the provision of tax advice (other than the Stamp Duty Land Tax payable in relation to any aspect of the matter) : That would be a matter for further specialist advice from this firm or elsewhere, should you choose.
- b. any other work which is not properly ancillary to the conveyancing process.

We charge on a time basis, by reference to hourly charging out rates. The applicable hourly charging out rates for this work are :-

Susannah Taylor : £270 plus VAT at 20% per hour.

Andrew Williamson: £270 plus VAT at 20% per hour.

Natalie Linehan: £230 plus VAT at 20% per hour.

Natasha Elson: £200 plus VAT at 20% per hour.

On average the work in connection with a mortgage and remortgage takes between 4 and 6 hours to complete.

This means that, on average, our costs will be between £1,080 and £1,620 plus VAT at 20% at Susannah Taylor's and Andrew Williamson's hourly charging rates, £920 and £1,380 plus VAT at 20% at Natalie Linehan's charging out rate, and £800 and £1,200 plus VAT at 20% at Natasha Elston's charging out rate.

The exact number of hours it will take to complete the work depends on a variety of factors.

Those factors include, but are not limited to :-

- The number of attendances on you and any relevant third parties (such as your old Lender, your new Lender, Mortgage Brokers, Financial Advisors) which are necessary in each transaction.
- The complexity of the title to the property.
- The complexity of the documents which we have to draft and/or approve on your behalf.
- The complexity of your Mortgage Offer.
- The time which we have to spend in dealings with your mortgage lenders.
- Whether there are any problems or difficulties with the title documents (for example if any relevant documents are missing).

We stress that these examples are not a complete list of the potentially relevant factors. Often it is, at the outset of a transaction, impossible to know which factors may become relevant during the course of it.

The payments out which we will, typically, have to make are :-

- Online identification evidence verification fee : £2.72 plus VAT at 20% per individual.
- Land Registry fees : £6 plus VAT at 20% for freehold title; £12 plus VAT at 20% for leasehold title.
- Search fees : There is an extent to which these will vary from transaction to transaction but, typically, these will be approximately :-
 - i. Local Land Charges Search : £131.50
 - ii. Drainage and Water Enquiries : £34
 - i. Environmental Search : £96
 - iv. Coal and Brine Report : £45.50
 - v. Chancel Liability Check : £24.00

- Bankruptcy search : £6 plus VAT at 20% per individual.
- Land Registry search : £3 plus VAT at 20%
- Land Registry fee : This will vary depending on the value of the property/amount of the Mortgage advance.
- Electronic funds transfer fee : £35 plus VAT at 20% (Mortgage redemption)

We do stress that, by providing this information, we are not providing a fixed fee quote.

We reserve the right to revise the estimates given above for our costs upwards on our notification to you if either:-

- a. any relevant factors other than time and value prove to be significant.
- b. the work proves to take more than 6 hours
- c. we are required to carry out any work outside the scope of our original instructions.

We will let you know if we have to do or anticipate having to do any additional work.

Timescales :-

How long it will take from receipt of your instructions until completion of the Mortgage/remortgage will depend on a number of factors. However, and on average, the process takes between 4 and 6 weeks.