

Our fees, the usual steps and timescales for acting on your behalf on the sale or purchase of residential flats or houses

The fees payable to us for acting on your behalf in connection with the sale or purchase of a property will vary depending on whether the property is freehold or leasehold and the value of the property. Typically, our fees for selling or buying a freehold house for a price between £175,000 and £750,000 will vary between £795 and £1295 + VAT. Our fees for selling or buying a leasehold property or a freehold property which has a maintenance arrangement for a price between £100,000 and £350,000 will vary between £895 and £1195 + VAT. Properties may be more or less expensive than these ranges, of course, and our fees will vary accordingly. We will provide a free estimate of our fees on request when we know whether the property you are buying or selling is freehold or leasehold and the price. At the same time we will provide you with a list of fees for additional work which may apply in some circumstances, for example if a declaration of trust between joint owners or a Deed of Covenant or Variation is required.

Whether we are acting on your behalf on a sale or a purchase, there will be disbursements to be paid in addition to our fees. Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees, fees payable for searches or fees payable to a Management Company for replies to enquiries. Details of typical disbursements on a sale or purchase are given in the examples below. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Example 1: Purchase of a freehold residential property in the Canterbury area for £275,000 with the help of a mortgage

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 and disbursements

• Legal fees*	£895
• Fee for acting for your Lender	£195
• Identification verification fee (per name)	£7.50
• Electronic Money Transfer Fee	£30
• VAT on fees	£219.50
• Subtotal (fees and VAT)	£1,317

Disbursements*

• Local Authority and other Search fees	£243
• HM Land Registry fee	£135
• Stamp Duty Land Tax	*£3,750
• Total Fees and Disbursements including VAT	£5,358

Stamp Duty or Land Tax (on purchase)

This depends on the purchase price of your property and whether or not you are a first time buyer or the property is to be your main home. 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](#).

For the purposes of this worked example we have assumed that you are not a first time buyer, that you are buying your main home and that you either have sold your old home already or will do so at the same time as your purchase.

* Please note that because of the Coronavirus pandemic, the UK Government has offered a Stamp Duty Land Tax concession to buyers until 31st March 2021. We will provide you with details of SDLT payable in your transaction at the current rates in our written estimate to you but please note for the purposes of the above example SDLT would until 31st March 2021 be £0 rather than £3,750.

Local Authority and other Search Fees

As part of our enquiries on your behalf before exchange of contracts we make a Local Authority Search at the District Council re: roads, planning history of

the property etc. The Council can take 1-3 weeks to deal with this and the cost of the Search varies from Council to Council. The Local Authority Search relates to the property itself but not to the surrounding area. If you want us to make specific enquiries about planning applications or policies for the local area you will need to ask us and additional charges would apply. We also make a Drainage and Water Supply Search as well as an Environment Search and in some cases a Coal Search. Before completion we carry out a Land Registry Search against the property and a Bankruptcy Search against the Buyer's name.

Additional disbursements with leasehold properties

If you are buying a leasehold property or a freehold property where there is a company which manages communal areas and you will be expected to contribute to the cost of upkeep, there are likely to be additional expenses payable to the Landlord or Management Company. These expenses may include a Notice of Assignment Fee, a Notice of Mortgage Fee, a fee for dealing with a Deed of Covenant or for obtaining a Certificate of Compliance for the Land Registry. We will advise you of any such fees which might be payable.

You should also be aware that Ground Rent and Service Charges are likely to apply throughout your ownership of the property. We will confirm the Ground Rent and the anticipated Service Charges as soon as we receive this information.

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 but the average process takes between 7 and 12 weeks.

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 agreed in principle it could take 6 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, below we have set out some key stages:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send final contract to you for signature
- 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
- (Serve appropriate Notices on the Landlord or Management Company)

Example 2: Sale of a leasehold residential property for £195,000 with a mortgage to repay

Our fees cover all the work required to complete the sale of your flat, including dealing with the Management Company and Landlord and dealing with the payment of the Estate Agent's Commission and repayment of the mortgage secured against the flat.

Conveyancer's fees and disbursements

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| • Legal fees* | £1095 |
| • Identification verification fee (per name) | £7.50 |

• Electronic money transfer fee	£30
• VAT on fees	£226.50
• Subtotal (fees and VAT)	£1,359

Disbursements*

• Land Registry documents:	£15
• Management Company/Landlord Fees:	£250-400
• Total fees and disbursements:	£1,624-£1,774

*Disbursements are costs related to your matter that are payable to third parties, such as the cost of obtaining copy title documents or obtaining replies to standard enquiries from the Management Company and Landlord. We handle the payment of the disbursements on your behalf to ensure a smoother process.

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 above. 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.

These disbursements 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.

The precise stages involved in the sale of a residential leasehold property vary according to the circumstances. However, below we have set out some key stages:

- Take your instructions and give you initial advice
- Contact your lender if needed to obtain current mortgage figures and your deeds
- Obtain copies of your deeds from the Land Registry
- Draft a contract and send it out to your Buyer's conveyancer
- Arrange for you to complete standard information forms about the property and items included in (or excluded from) the sale
- Reply to any enquiries sent to us by the Buyer's conveyancer

- Obtain replies to enquiries from the Management Company and/or Landlord
- Ascertain whether your Buyer has received their searches and mortgage offer if appropriate and their progress with any related transaction
- Send final contract to you for signature
- Exchange contracts and notify you this has happened
- Approve the Transfer deed and send it to you for signature
- Reply to any final enquiries
- Obtain mortgage redemption figures
- Notify the Estate Agent that contracts have been exchanged and obtain their commission account which we will send you for approval
- Complete the sale and notify the Estate Agent
- Deal with payment of the Estate Agents account
- Deal with repayment of the mortgage
- Remit balance of sale proceeds to you in accordance with your instructions

How long will my flat sale take?

How long it will take from you accepting the Buyer's offer until you can move out of your flat will depend on a number of factors. The average process takes between 8 and 12 weeks. It can be quicker or slower, depending on the parties in the chain. 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.

* Our Legal fees assume that:

- a. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title or planning or building regulations issues which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
- b. this is the assignment of an existing lease and does not require a lease extension
- c. the transaction is concluded in a timely manner and no unforeseen complication arises

- 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.

Please note that in our terms of business we reserve the right to charge 25-75% of our estimated legal fees if a transaction does not proceed to completion. The amount will vary according to the stage reached in the process. You will also be responsible for the cost of any disbursements incurred in the transaction.