

## **A GUIDE TO THE CONVEYANCING PROCESS AND OUR FEES**

### **Purchase of a leasehold residential property**

Our fees are calculated by reference to the time spent on the matter by members of the firm and details of the hourly rates of the relevant individual members of the property team will be provided to you at the outset.

The fees involved will depend upon a number of factors including the purchase price, the location, the tenure (in this case leasehold), whether registered or unregistered, the complexity of the transaction, the number and importance of documents to consider and the urgency required to complete. Because of this the fees for a purchase will vary but as a guide our fees for a leasehold purchase of between £250,000-£2,000,000 fees will be between £750-£3,000 plus VAT.

As an example, for the purchase of a leasehold property at between £250,000-£2,000,000 fees will be between £950-£4,000 plus VAT

As an example, for the purchase of a leasehold property at £250,000 for private individuals the estimated fees would include:

### **Our fees and disbursements**

- Legal fee £950 - £1,500 plus VAT
- Electronic money transfer fee £30 plus VAT
- Search fees £350 approximately (please note that some searches are subject to VAT)
- HM Land Registry fee £135 - £200 (this is dependent upon whether the property is already registered at Land Registry or whether it involves a transfer of part of an existing registered title)
- HM Land Registry Searches of £2.00 plus VAT per person and £3.00 plus VAT per title number

*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 but we may ask you to pay these to us in advance. 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. Because of the nature of leasehold properties there are other specific disbursements that may be applicable but will not be quantifiable until we have seen the lease and/or confirmed them with the Landlord or Managing Agent (or both).

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £30 - £350
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £30 - £350
- Deed of Covenant fee or a Licence to Assign – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £350 - £1,500.
- Certificate of Compliance fee – To be confirmed upon receipt of the lease, as this fee can range between £200 - £500.

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 as soon as we receive this information.

## **Stamp Duty Land Tax**

This depends on the purchase price of your property and will vary dependent upon the purchaser's individual circumstances, i.e. if they are first time buyers, a company or already own property either in the UK or anywhere else in the world. You can calculate the amount you will need to pay using HMRC's website using the following link:

<https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#/intro>

## **Additional fees**

There may be circumstances where the fees may change (the list below is not exhaustive).

- A purchase in the name of a Company
- Using the Help to Buy scheme
- Purchase at auction
- Purchasing a property which has been repossessed
- Where the mortgage lender is separately represented
- Arranging bespoke indemnity insurance
- New build properties
- Shared ownership properties
- The legal title is defective
- There are issues with building regulation approval or planning permission

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

The time it will take from your offer being accepted until you can move in to your house will depend on a number of factors and sadly it is not possible to identify how long an individual transaction may take. This is because, in almost all cases, your transaction is not 'stand-alone' but needs to be coordinated with other transactions in a chain and/or the requirements of a lender. The average process takes between 8 - 10 weeks but it can be quicker or slower, depending on the parties in the chain but we will keep you advised of the progress of your transaction and identify any potential delaying factors when we become aware of them.

*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 prior to completion or the preparation of additional documents ancillary to the main transaction
- this is the assignment of an existing lease and is not the grant of a new lease
- 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.`