

### CONVEYANCING FEES

We know that when buying a property, you need to know all the expenses involved. We therefore offer a fixed price for your conveyancing so that you can be rest assured no hidden charges arise.

<b>Freehold Sale/purchase price</b>	<b>our fixed fee</b>	<b>VAT</b>
£1.00 - £125,000.00	£800.00	£160.00
£125,001.00 - £200,000.00	£900.00	£180.00
£200,001.00 - £300,000.00	£950.00	£190.00
£300,001.00 - £500,000.00	£1000.00	£200.00
£500,001.00 - £700,000.00	£1,050.00	£210.00
£700,001.00 - £900,000.00	£1,250.00	£250.00
£900,001.00 - £1,250,000.00	£1,500.00	£300.00
£1,250,001.00 - £1,500,000.00	£1,750.00	£350.00
£1,500,001.00 - £2,000,000.00	£2,000.00	£400.00
£2,000,001.00 -	please call for a personal quote	

The above quote assumes the matter is a straight forward residential sale/purchase. We reserve the right to charge extra to cover additional work involved should any unforeseen problems arise which we cannot deal within the fixed fee quoted for example : -

- A defect in the title
- Breach or lack of planning and/or building regulation approval
- Missing documentation
- Arranging indemnity insurance
- Restrictions on the title
- Delay further down the chain
- Lack of funding
- Abortive transaction in this chain
- Expedited transactions
- Gifted Deposits
- Preparing a Trust Deed
- Additional Searches

If the property you are selling or buying is leasehold, new build or has a management company then we charge £200.00 plus vat in addition to the above fee to cover the extra work involved.

<b>Mortgage/Re-Mortgage value</b>	<b>our fixed fee</b>	<b>VAT</b>
Up to £300,000.00	£800.00	£160.00
£300,001.00 to £500,000.00	£900.00	£180.00

If your matter does not proceed, then we charge a proportion of fixed fee depending on the stage reached but this will be no more than the fixed fee quoted above.

### DISBURSEMENTS

A disbursement is a payment made on your behalf to a third party for information relating to your transaction.

- **Disbursements on a Sale**

<b>If the title is registered at HM Land Registry</b>		<b>if the title un-registered</b>	
Office copy entries	£6.00	index map search	£4.00

Copy of referred to documents	£3.00 each	land charges search	£2.00 per name
Telegraphic transfer fee	£40.00 + vat £8.00	Telegraphic transfer fee	£40.00 + vat £8.00
Money Laundering Search fee	£9.60 per person	Money Laundering Search fee	£9.60 per person

Please also note there may also be management company/agents fees to pay on a leasehold Property. These will be advised once the management company/agent have been contacted.

- **Disbursements on a Purchase**

Local, Water and Environmental Search	£217.71 (can vary depending on District)
Bankruptcy Search	£2.00 per name and only if having a mortgage
Land Registry Search	£3.00 only if property is registered at HM Land Registry
OR	
Land Charges Search	£2.00 per name only if the property is un-registered
Telegraphic transfer fee	£40.00 plus vat of £8.00 per transfer
Money Laundering Search fee	£9.60 per person

- **Disbursements on a Mortgage/ Re-Mortgage**

Searches as above OR if your lender allows 'Search Insurance' may be available at a cost of approximately £50.00 - £100.00.

Bankruptcy Search	£2.00 per name and only if having a mortgage
Land Registry Search	£3.00 only if property is registered at HM Land Registry
OR	
Land Charges Search	£2.00 per name only if the property is un-registered
Telegraphic transfer fee	£40.00 plus vat of £8.00 per transfer
Money Laundering Search fee	£9.60 per person

**STAMP DUTY LAND TAX**  
***payable on purchases***

<b>Property or lease premium or transfer value</b>	<b>SDLT Rate</b>
Up to £250,000	Zero
The next £675,000 (the portion from £250,001 to £925,000)	5%
The next £575,000 (the portion from £925,001 to £1.5 million)	10%

For example, In October 2022 you buy a house for £295,000. The SDLT you owe will be calculated as follows:

0% on the first £250,000 = £0

5% on the final £45,000 = £2,250

Total SDLT = £2,250

**First Time Buyer Relief:** You can claim a discount (relief) if the property you buy is your first home. This means you'll pay: no SDLT up to £425,000 and then 5% SDLT on the portion from £425,001 to £625,000. You're eligible if you and anyone else you're buying with are first-time buyers.

If the price is over £625,000, you cannot claim the relief. Follow the rules for people who've bought a home before.

**Second Home Additional Charge:** If you already own a home and are not replacing your main residence then 3% stamp duty land tax is payable in addition to the rate above.

**Non UK Resident Additional Charge:** If you are not a UK resident then a 2% additional charge is payable.

Please note this is just a brief summary of the main stamp duty land tax provisions, there are various other rules and exemptions for transfers of equity, shared ownership and purchasing of shares. We will advise you should any different rules apply to your matter.

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

### **LAND REGISTRATION**

#### **Payable on purchases**

<b>Value of property sold (£)</b>	<b>Fee – if registered</b>	<b>Fee – if unregistered or transfer of part</b>
0 - £80,000	£20	£45
£80,001 - £100,000	£40	£95
£100,001 - £200,000	£100	£230
£200,001 - £500,000	£150	£330
£500,001 - £1,000,000	£295	£655
£1,000,000 and over	£500	£1,105

#### **Payable of Mortgages**

<b>Amount of Charge (£)</b>	<b>Fee if Registered</b>
£0 - £100,000.00	£20.00
£100,001.00 to £200,000.00	£30.00
£200,001.00 to £500,000.00	£45.00

### **Scope of Services and Next Steps for a Sale**

The process of selling your property will require me to undertake the following work:-

- 1 Obtaining your Title Deeds and completed Property Information Forms and gathering information on the property.
- 2 Preparing and sending Contract paperwork to your Buyer's solicitors for consideration and approval.
- 3 Dealing with and responding to any enquiries raised by your Buyer's solicitor.
- 4 Reporting to you on the Contract paperwork and any enquiries.
- 5 Obtaining your signature to the Contract paperwork.
- 6 Confirming instructions for exchange of Contracts and arranging a Completion Date.
- 7 Checking the Transfer document and arranging your signature to the same and getting the file ready for Completion.
- 8 Completing the sale, repaying any Mortgages and Estate Agent fees and accounting to you for the proceeds of the sale.
- 9 Co-ordinating the transaction.
- 10 Looking after your best interests.
- 11 Keeping you and the Estate Agents informed with regular updates.

### **Scope of Services and Next Steps for a Purchase**

The process of purchasing your property will require me to undertake the following work:-

- 1 Receiving and checking through the Contract paperwork received from the Seller's solicitors.
- 2 Investigating the title to the property and negotiating the Contract.
- 3 Carrying out searches with respect to title and local government information for the property and supplying the same to you.

- 4 Raising Pre-Contract Enquiries and reviewing the replies given by the Seller.
- 5 Negotiating a Transfer document.
- 6 Advising you on your Mortgage Offer and acting on behalf of your Lender. This will involve me checking the purchase accords with your Lender's requirements as set out in the UK Finance Mortgage Lenders Handbook.
- 7 Preparing a Report on Title and advising you on the title, Contract, replies to enquiries.
- 8 Proceeding to exchange of Contracts and then completion of the purchase.
- 9 Arranging for Mortgage monies to be available for completion.
- 10 Transferring funds by telegraphic transfer to the Seller's solicitors and for the relevant taxes.
- 11 Calculating Stamp Duty Land Tax (SDLT) on the purchase and after completion file and declare on your behalf your SDLT online to HM Revenue and Customs and I shall assume I have your authority to do so unless you instruct me otherwise.
- 12 Registering the purchase and the Mortgage at the Land Registry.
- 13 Providing you with a completed copy of the Title Information Document once registration has been completed.
- 14 Co-Ordinating Transaction
- 15 Looking out for your best interests

### **Scope of Services and Next Steps for a Re-Mortgage**

The process of Re-Mortgaging your property will require me to undertake the following work:-

- 16 Receiving and checking through the Re-Mortgage paperwork.
- 17 Investigating and confirming the title to the property.
- 18 Advising you on your new Mortgage Offer and acting on behalf of your Lender. This will involve me checking the Re-Mortgage accords with your Lender's requirements as set out in the UK Finance Mortgage Lenders Handbook.
- 19 Preparing a report on title and advising you on the title and obtaining your signature to the Mortgage Deed.
- 20 Proceeding to completion of the Re-Mortgage.
- 21 Arranging for Mortgage monies to be available for completion.
- 22 Transferring funds by telegraphic transfer to discharge your original Mortgage and for the relevant taxes.
- 23 Registering the Re-Mortgage at the Land Registry.
- 24 Providing you with a completed copy of the Title Information Document once registration has been completed.

Correct as of 18.04.2024