

Residential Conveyancing – Sale

The fees listed in the following sections cover all of the work* that is required to complete the sale of your property. This includes dealing with the buyer's solicitors, the Land Registry, the Estate Agents and your lender.

*The fees quoted below are on the assumption that it is a standard transaction and no unforeseen matters arise. Unforeseen matters may include, but are not limited to:

- A defect in title which requires remedy prior to completion, or the preparation of additional documents ancillary to the main transaction; **or**
- Unpredictable issues raised by the buyer's solicitor.

In addition, the fees quoted are based on the assumption that the transaction is concluded in a timely manner with no other unexpected complications, this includes all parties to the transaction being co-operative and there being no unreasonable delay from third parties providing documentation and is also on the assumption that no indemnity policies are required. It is important to note that additional legal fees and **disbursements** may apply if indemnity policies are required.

Disbursements are all of the costs relating to your matter that are payable to third parties including the Land Registry. All of these payments are handled by ourselves, as we pay the disbursements on your behalf to ensure a smoother transaction.

How long will my sale take?

How long it takes will depend upon a number of factors, however we can advise that the average process takes between 2 and 3 months from the sale being agreed. Nonetheless, it is important to note that the process can be quicker or slower depending on the parties in the chain.

By way of example, if you are selling a property that is leasehold and there is a landlord and management company involved, or if you are selling a leasehold property requiring an extension of the lease, this could take between 2 and 6 months. In this second example, it is important to note that additional charges would apply.

Fees and Disbursements Freehold and Leasehold

The fees and disbursements associated with the sale of a freehold or leasehold residential

property are broken down as:

- **Legal fees-Freehold**
 - £695 plus VAT of £139 (up to £124,999)
 - £795 plus VAT of £159 (£125,000 - £249,999)
 - £895 plus VAT of £179 (£250,000 - £499,999)
 - £995 plus VAT of £199 (£500,000 - £749,999)
 - £1,295 plus VAT of £259 (£750,000-£999,999)
 - £1,695 plus VAT of £339 (£1,000,000-£1,999,999)
 - £2,295 plus VAT of £459 (£2,000,000+)
- **Legal fees-Leasehold**
 - £895 plus VAT of £179 (up to £299,999)
 - £995 plus VAT of £199 (£300,000-£499,999)
 - £1,095 plus VAT of £219 (£500,000-£749,999)
 - £1,295 plus VAT of £259 (£750,000-£999,999)
 - £1,895 plus VAT of £379 (£1,000,000-£1,999,999)
 - £2,495 plus VAT of £499 (£2,000,000+)

Fees and Disbursements-applicable to both Freehold and Leasehold properties

- HM Land Registry fees, such as Office Copy Entries, Title Plans and Office Copy documents-determine this through the [HM Land Registry: Information Services](#)
- Fee for electronic money transfer £35 plus VAT of £7.
- Fee redemption fee per charge £75 plus VAT of £15.
- Fee for arranging indemnity Policy £75 plus VAT of £15.
- Fee for electronic identity checks £25 plus VAT of £5 per person.
- Additional fee for dealing with unregistered title properties £250 plus VAT of £50.

NOTE: All fees quoted above are at the minimum level. We will not be able to provide you with a comprehensive estimate until we have obtained all of the relevant information from you, and where applicable, other parties involved in the transaction. There may be more costs involved for different aspects, for example, arranging indemnity insurance for lack of planning permission and building regulations approval.

Disbursements-applicable to Leasehold properties

With regard to the sale of a leasehold residential property, there are certain disbursements which may be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out separately below, however this is not an exhaustive list and it is therefore important to note that other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt of the information from the landlord, management company and/or their solicitors.

Anticipated disbursements vary from property to property, therefore an accurate figure will only be apparent upon sight of the specific documents. However, we are able to provide the ranges of such disbursements below:

- Ground Rent and/or LPE1 information (pre-sales management information) required from the landlord, management company or their agents which can be in the region of £100 and £500 plus VAT of between £20 and £100.

It is important to note that in addition to the above, your ground rent and service charge will need to be paid up to date when we complete the transaction.

Additional Fees

If we were instructed in the discharge of a Help to Buy Loan then there will be additional fees of £150 plus VAT of £30 for which you should also budget for.

Stages of the process

The precise stages involved in the sale of a residential property vary according to the individual circumstances of that transaction, however, the basic key stages of the transaction, whether freehold or leasehold, will include the following:

1. Taking your instructions and providing the initial advice;
2. Liaising with the Estate Agents during the matter;
3. Contacting your lender (where applicable);
4. Obtaining your deeds and/or Office Copy Entries and associated documents from the Land Registry;
5. Preparing the contract documents;
6. Arranging for you to complete documentation to form the contract pack;
7. Submitting the contract and pack to the buyer's solicitors;
8. Responding to enquiries raised by the buyer's conveyancer;
9. Advising you on all documents and information received;
10. Sending the final contract to you for signature;
11. Liaising with your lender for redemption figure;
12. Agreeing the completion date;
13. Exchanging contracts and notifying you that this has happened;
14. Completing the sale, which is the date from which you no longer own the property;
15. Sending the completed documents to the buyer's conveyancer;
16. Liaison with your lender concerning the redemption;
17. Accounting to you for the net proceeds of sale

There are additional steps required in connection with selling your leasehold property. This involves:

1. Obtaining the lease from the Land Registry;
2. Checking the lease provisions and liaising with the landlord and/or management company; and
3. Liaison with the landlord and/or management company concerning completion.

Please contact Paige Hughes for your Sale Quote on [0151 421 2400](tel:01514212400) ext. 8004