

Maxwell Residential Conveyancing Fee Hodge Information & Timescales

SOLICITORS 1st April 2024

Key points

The following sections provide cost information and the key steps involved in:

1. The sale of a property
2. The purchase of a property
3. Mortgage
4. Re-mortgage
5. Transfer of Equity

The fees listed cover the work that is involved in the five different matter types above. This includes dealing with third parties, such as solicitors representing the other side, the Land Registry, Estate Agents, and your lender. This also includes dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) or Land Transaction Tax (Land Tax) for purchases and transfer of equity. We have also included the different disbursements you will encounter and additional fees that you should budget for.

The fees quoted 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.
- The preparation of additional documents ancillary to the main transaction.
- The grant of a new lease, rather than the assignment of an existing lease.
- Sourcing indemnity policies.
- Transfer of equity.
- Unpredictable issues raised by the buyer's solicitor.

The fees are also based on the transaction being 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. Additional fees may apply and you should therefore refer to this section below.

Contact Information

It is important to note that not all the fees and steps listed will be relevant to your matter. We can only advise on the costs and work involved following our initial conversation with you. However, this document aims to provide you with an indication of likely fees relating to your transaction. For a detailed quote tailored to your individual circumstances, please contact:

- Paige Hughes – extension number 8004.
- Julie Marchant – extension number 8001.

Fees and Disbursements

Most of the fees and disbursements attract VAT, which is currently 20%.

Some areas of conveyancing, such as Probate sales, are conducted at our hourly rate, which is currently set at £260ph plus VAT of £52. Our legal fees are reviewed annually, and new rates typically apply from April each year.

The legal fee for dealing with your transaction depends on the value of the property (sale and purchase) and whether it is freehold or leasehold. Please see tables below.

<u>Freehold Property</u>		
Value	Sale	Purchase
<i>Up to £124,999</i>	£695 plus £139 VAT	£795 plus £159 VAT
<i>£125,000-£249,999</i>	£795 plus £159 VAT	£895 plus £179 VAT
<i>£250,000-£499,999</i>	£895 plus £179 VAT	£995 plus £199 VAT
<i>£500,000-£749,999</i>	£995 plus £199 VAT	£1,195 plus £239 VAT
<i>£750,000-£999,999</i>	£1,295 plus £259 VAT	£1,395 plus £279 VAT
<i>£1,000,000-£1,999,999</i>	£1,695 plus £339 VAT	£1,795 plus £359 VAT
<i>£2,000,000+</i>	£2,295 plus £459 VAT	£2,495 plus £499 VAT
	<i>Freehold Right to Buy Purchase</i> £695 plus £139 VAT	
	<i>Freehold Mortgage</i> £475 plus £95 VAT	
	<i>Freehold Re-mortgage</i> £575 plus £115 VAT	
	<i>Freehold Transfer of Equity</i> £595 plus £119 VAT	
<u>Leasehold Property</u>		
Value	Sale	Purchase
<i>Up to £299,999</i>	£895 plus £179 VAT	£995 plus £199 VAT
<i>£300,000-£499,999</i>	£995 plus £199 VAT	£1,095 plus £219 VAT
<i>£500,000-£749,999</i>	£1,095 plus £219 VAT	£1,395 plus £279 VAT
<i>£750,000-£999,999</i>	£1,495 plus £299 VAT	£1,595 plus £319 VAT
<i>£1,000,000-£1,999,999</i>	£1,895 plus £379 VAT	£1,895 plus £379 VAT
<i>£2,000,000+</i>	£2,495 plus £499 VAT	£2,695 plus £539 VAT
	<i>Leasehold Right to Buy Purchase</i> £795 plus £159 VAT	
	<i>Leasehold Mortgage</i> £575 plus £115 VAT	
	<i>Leasehold Re-mortgage</i> £675 plus £135 VAT	
	<i>Leasehold Transfer of Equity</i> £695 plus £139 VAT	

Disbursements

Disbursements are the costs relating to your matter that are payable to third parties such as the Land Registry. All these payments are handled by us, as we pay the disbursements on your behalf to ensure a smoother transaction. Typical disbursements include:

- HM Land Registry fees, such as Office Copy Entries, Title Plans and Office Copy documents-determine this through the [HM Land Registry: Information Services](#) and [HM Land Registry Fee Calculator](#).
- Search fees approximately £250 plus VAT of £50 but the cost will depend upon the local authority/area. (This is applicable to purchase, mortgage, re-mortgage, and transfer of equity).
- Stamp Duty or Land Tax – the amount payable depends on the price of the property being purchased. You can calculate the amount of Stamp Duty due (for English properties) on [HMRC's website](#), or for Welsh properties, calculate Land Tax [here](#). (This fee is applicable to purchase matters but can also apply to transfer of equity).

For **leasehold properties**, there are certain disbursements that may be set out in the individual lease relating to the Property. The disbursements which we anticipate will apply are set out 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 and review of the lease from the seller's solicitors.

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

- Certificate of Compliance fee – to be confirmed upon receipt of the lease, as can range between £50 and £200 plus VAT of between £10 and £40.
- Deed of Covenant fee – this fee is provided by the management company for the property and can be difficult to estimate. Often it is between £100 - £350 plus VAT of between £20 and £70.
- 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.
- Information required from the landlord and/or management company to satisfy your lender, which can be in the region of £100 and £500 plus VAT of between £20 and £100.
- Notice of Charge fee (if the property is to be mortgaged) – this fee is set out in the lease. Often the fee is between £10 and £300 plus VAT of between £2 and £60.
- Notice of Transfer fee – this fee, if chargeable, is set out in the lease. The fee can be anything between £10 and £300 plus VAT of between £2 and £60.

In relation to leasehold purchases, it is important to note that in addition to the above, 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.

For leasehold sales, your ground rent and service charge will need to be paid up to date when we complete the transaction.

Common Fees

The fees that are relevant to all conveyancing matters are as follows:

- Electronic money transfer fee - £35 plus VAT of £7.

- Electronic identity checks - £25 plus VAT of £5 per person.

Additional Fees

The range of additional fees that could be incurred include:

- Acting on behalf of your mortgage lender - £150 plus VAT of £30.
- Discharge of Help to Buy Loan - £150 plus VAT of £30.
- Gifted deposit - £100 plus VAT of £20.
- Help to Buy ISA or a Lifetime ISA - £100 plus VAT of £20.
- Indemnity Policy - £75 plus VAT of £15.
- Land Transaction Return - £60 plus VAT of £12.
- Redemption fee per charge - £75 plus VAT of £15.
- 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 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, the searches quoted above at £250 plus VAT of £50 will vary from location to location as the cost of the searches involved is dependent upon the location of the property.

How long will it take?

The duration of the transaction depends on several factors. However, we can advise that the average sale and purchase takes between 2 and 3 months from the date the contract is issued/received but 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.

If you are a first-time buyer who is purchasing a new build property with a mortgage in principle, then it could take up to 12 months for your purchase to complete, if building work has not commenced at the time that you reserve the plot. However, if you are buying a leasehold property requiring an extension of the lease, this could take between 2 and 6 months. In this second example, additional charges would apply.

The average process for mortgage, re-mortgage and transfer of equity matters takes between 6 to 12 weeks from instructions being received. Again, it is important to note that the process can be quicker or slower depending on the individual case. By way of example, if you have a leasehold property that requires an extension of the lease, this could take between 2 and 6 months. In this example, additional charges would apply.

Stages of the process

The precise stages involved will vary according to the individual circumstances of that transaction, which we can advise on when we have your instructions. However, the basic key stage will firstly involve taking your instructions and providing our initial advice. Beyond this, the specific work involved is included in the below table.

Work Involved	Sale	Purchase	Mortgage	Re-mortgage	Transfer
• Liaising with the Estate Agents.	✓	✗	✗	✗	✗
• Checking finances are in place.	✗	✓	✗	✗	✓
• Contacting, and reporting to, your lender where applicable.	✓	✓	✓	✓	✓
• Receiving and advising on the mortgage offer.	✗	✓	✓	✓	✓
• Obtaining your deeds and/or Office Copy Entries and associated documents from the Land Registry.	✓	✗	✓	✓	✓
• Carrying out necessary searches.	✗	✓	✓	✓	✓
• Preparing, or advising on, the contract documents.	✓	✓	✗	✗	✗
• Obtaining further planning documentation, if required.	✗	✓	✓	✓	✓
• Arranging for you to complete documentation to form the contract pack.	✓	✗	✗	✗	✗
• Submitting the contract and pack to the buyer's solicitors.	✓	✗	✗	✗	✗
• Responding to enquiries raised by the buyer's conveyancer.	✓	✗	✗	✗	✗
• Making necessary enquiries that may apply.	✗	✓	✓	✓	✓
• Advising you on joint ownership.	✗	✓	✗	✗	✓
• Drafting Transfer.	✗	✓	✗	✗	✓
• Advising you on all documents and information received.	✓	✓	✓	✓	✓
• Going through the conditions of the mortgage offer with you.	✗	✓	✓	✓	✓
• Sending the transfer/mortgage deed to you for signature.	✗	✓	✓	✓	✓
• Sending the final contract to you for signature.	✓	✓	✗	✗	✗
• Liaising with your lender for an up-to-date redemption figure.	✓	✗	✗	✓	✓
• Agreeing the completion date.	✓	✓	✓	✓	✓
• Exchanging contracts and notifying you that this has happened.	✓	✓	✗	✗	✗
• Arranging for all monies to be received from the lender.	✗	✓	✓	✓	✓

Work Involved	Sale	Purchase	Mortgage	Re-mortgage	Transfer
• Obtaining pre-completion searches.	✗	✓	✓	✓	✓
• Completing on the transaction. <ul style="list-style-type: none"> ○ Sale-the date from which you no longer own the property. ○ Purchase-the date from which you own the property. 	✓	✓	✓	✓	✓
• Sending the completed documents to the buyer's conveyancer.	✓	✗	✗	✗	✗
• Discharging the old mortgage.	✓	✗	✗	✓	✓
• Dealing with payment of Stamp Duty or Land Tax.	✗	✓	✗	✗	✓
• Dealing with the application for registration at the Land Registry.	✗	✓	✓	✓	✓
• Liaising with your lender.	✓	✓	✓	✓	✓
• Accounting to you for the net proceeds of sale or any mortgage monies.	✓	✗	✓	✓	✓

Leasehold properties

The additional steps required in connection with leasehold properties are:

Work Involved	Sale	Purchase	Mortgage	Re-mortgage	Transfer
• Obtaining the lease from the Land Registry.	✓	✗	✓	✓	✓
• Checking the lease provisions and liaising with the landlord and/or management company.	✓	✓	✓	✓	✓
• Liaising with the landlord and/or management company concerning completion.	✓	✓	✓	✓	✓
• Dealing with the lease formalities and requirements.	✓	✓	✓	✓	✓
• Completing the requirements in connection with the lease obligations.	✓	✓	✓	✓	✓

Summary

We hope this information has been beneficial to you in terms of understanding the costs and steps involved in residential conveyancing. Should you have any queries, or wish to instruct us in a new matter, please contact our Administration Team who will take all the initial information from you and prepare your quote. Their contact details are provided at the start of this document. You can also access our Property Team details [here](#).