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| **Service** | LEASEHOLD PURCHASE |
| **Cost** | |  |  |  | | --- | --- | --- | | **Property Value** | **Fees £** | **VAT £** | | 0-50k | 425 | 85 | | 51-100k | 450 | 90 | | 101-200k | 475 | 95 | | 201-250k | 500 | 100 | | 251-350k | 550 | 110 | | 351-500k | 600 | 120 | | 501-650k | 700 | 140 | | 651-850k | 900 | 180 | | 851-999k | 1050 | 210 | | 1m + | Call for quote | | | * Bank transfer fee £36.00 per transfer * Help to buy fee  £50.00 plus Vat * Help to buy isa fee £50.00 plus vat per isa * Leasehold additional charge of up to £175.00 plus vat depending on amount of work we are required to do * SDLT charge of £75.00 plus vat * Mortgage legal fee between £110.00 and £250.00 inclusive of vat depending on lender and amount of work required for the lender. This will also vary if the lender chooses to use their own solicitors. Cost to be advised once we are aware of which Solicitors are instructed by the lender.   Other factors which would increase costs are implementing indemnity policies for example missing documents, planning permissions building regulations  \* Our fee assumes that:   1. 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 2. this is the assignment of an existing lease and is not the grant of a new lease 3. the transaction is concluded in a timely manner and no unforeseen complication arise 4. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation 5. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required. |  | | |
| **Basis for charges** | Fixed fee & Vat @ 20% |
| **Description of and cost of any likely disbursements.** | 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. 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. Anticipated Disbursements[\*](https://sra.org.uk/solicitors/guidance/ethics-guidance/price-transparency.page#star3)  * Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between 100.00 and 200.00 * Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between 100.00 and 200 * 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 100.00 and 250.00 * Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between 100.00 and 250.00 * Bankruptcy Searches £2.00 per name * Priority searches £2.00 per title number or if unregistered land £2.00 per name we have to search against * Local Authority Search       £55.00 * Con29 Drainage Search  £65.00 * Coal Search (if required if property in a coal mining area) £53.00 * Energy report £30.00 * Flood search £30.00 * Ground stability report £30.00 * Environmental search £49.00 * Ground sure planning £29.00 search * HS2 search £30.00   If a company is buying other fees will apply for Companies house, Company Search, Winding up search if necessary, additional fees payable for letter of no crystallisation is required.  Other factors which would increase costs are implementing indemnity policies for example missing documents, planning permissions building regulations  \*These fees 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.  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 this we receive this information. |
| **Key stages of the matter** | The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:   * 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 * Send final contract to you for signature * Draft Transfer * Advise you on joint ownership * Obtain pre-completion searches * 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 |
| **Timescales** | 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. The average process takes between 8-12 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 in principle, it could take 4 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 4 and 6 months. In such, a situation additional charges would apply. |

**Residential Property team**

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| **Name** | **Job Title / Role (identify if supervisor)** | **Qualification(s)** | **No of years experience in field** |
| Tracey Quirk | Solicitor - Partner  Supervisor | LLB (HONS)  Post Graduate Diploma in Legal Practice | 18 |
| Catherine Brown | Conveyancing Executive |  | 20 |
| Andrea Cheesman | Solicitor | BA (HONS) English and Law  Post Graduate Diploma in Legal Practice | 20 |
| Sarah McGuinness | Solicitor | LLB (HONS)  Post Graduate Diploma in Legal Practice | 1.5 |
| Georgia Kearney | Conveyancing Executive | Level 3 ILEX  Level 3 Apprenticeship | 2 |
| Emma Cunningham | Senior Conveyancing Executive | CILEx Paralegal  Associate Member of CILEx | 11 |
| Jennifer Cunningham | Conveyancing Executive | ILEX Level 3 Diploma in Law and Practice  Associate Member of CILEx | 3 |
| Debbie Kerwin | Conveyancing Executive |  | 25 |
| Esme Poulter | Solicitor | LLB (HONS)  Post Graduate Diploma in Legal Practice | 21 |
| Craig Passey | Conveyancing Executive |  | 8 |