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| **Service** | LEASEHOLD SALE |
| **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 per transfer |  * Help to buy fee  £50.00 plus Vat * Leasehold additional charge of up to £175.00 plus vat depending on amount of work we are required to do   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 fees & 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)Office Copy Entry Fee £6.00 per registered title  * Obtaining up to date ground rent information/freehold pack  – This fee if chargeable is set out in the lease. Often the fee is between 100.00 and 200.00 * Obtaining the management pack from the management company Often the fee is between 100.00 and 300.00 * 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   \*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 sale of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:  The precise stages involved in the sale 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 * Download Land Registry Documents and review the property title * Draft contract documents and sent to the buyers solicitors * Deal with any enquiries raised by the Buyers solicitors * Apply for freehold and management packs from the freeholder and management company * Deal with any additional enquiries which may be raised by the buyers solicitors which will need to be passed to third parties such as freeholders and management companies * Obtain further planning documentation if required * Give you advice on all documents and information received * Send final contract to you for signature * Agree completion date (date from which you own the property) * Exchange contracts and notify you that this has happened * Deal with any ground rent and service charge apportionments * Complete sale * Discharge any mortgages of charges registered against the property. * Discharge any outstanding ground rent or service charge arrears with the freeholder or management company |
| **Timescales** | How long it will take from your offer being accepted until you can move 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 a leasehold property 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 |