



Our Services to You – Property Purchases

We will carry out any and all work involved in the conveyancing transaction as set out below for the Fixed Fee quote given to you at the commencement of the transaction.

- Review of the memorandum of sale and property particulars received from seller's estate agents, if applicable; Make additional investigations using online services if necessary
- Obtaining confirmation of instructions, providing estimate of costs, obtaining payment for search fees, checking your identity as required by our professional body and government guidelines.
- Review and report on draft contract, Title Deeds including associated documents and leases, Property Information Forms supplied by the seller's conveyancers, assessing searches required and raising and reporting on them to you; raising any necessary additional enquiries with the seller's conveyancers (and advising you as to replies received).
- Reporting to your mortgage lender (if applicable) on the transaction and dealing with their specific requirements and special conditions on a case by case basis.
- Progressing transaction to readiness for exchange of contracts, (to include arranging for you to sign the contract), exchange of contracts, submitting Certificate of Title to mortgage lender.
- Preparing transfer deeds, stock transfers; preparing the completion statements; submitting pre-completion searches, dealing with any queries arising, obtaining standard format Indemnity Insurance policies
- Preparing Stamp Duty Land Tax forms based on the information you have provided. Submitting the SDLT Return on your behalf and remitting payment to HM Revenue & Customs.
- Arranging funds transfers for completion. Completion handling, including contingency and emergency circumstances. Obtaining consents to dealing for standard title Restrictions.
- Reviewing title deeds from the seller's conveyancers prior to submitting the application to register the change of ownership and any mortgages with the Land Registry. Providing confirmation of registration to you, along with any original documents and deeds you should retain.
- All necessary communications throughout the transaction, by email, fax, post; to include advice to you on all usual matters arising. Providing information and updates to your estate agent, mortgage adviser and other interested parties are required.
- Retention of electronic and hard file for minimum period required by our professional body.

Additional action that may become necessary should the transaction have any unusual characteristics may attract additional legal fees as set out on the next page.

The Full Picture: When Do Additional Charges Arise

Our Estimate is given to you on the basis of the information provided and assuming that the transaction follows an expected course. Should we have to act for you in dealing with non-standard matters, such as where you are getting an extra mortgage, additional costs will be payable.

A non-exhaustive list of non-standard matters is set out below.

Work Menu – Purchase

Issue	Legal Fee (exclusive of VAT)
Unusual Title Requirements	
Unregistered Title Deeds/Missing Title Deeds	£250.00
Additional Land Title Investigation, (per Title)	£75.00
Deed of Covenant, (other than standard Leasehold)	£95.00
Restriction against Dealing, (other than standard)	£95.00
Dealing with additional property managers after the first	£125.00
Shared Ownership Leasehold/Housing Association Lease)	£175.00
Acquisition of share of reversionary Freehold	£150.00
Deed of Variation (Lease Extension/Defective Lease)	£295.00 - £495.00
Arranging bespoke Indemnity Insurance (per policy)	£50.00

Unusual Financial Matters	
For each additional Legal Mortgage or loan after the first Bridging Loans/Private Loans	£125.00
Help to Buy Scheme/Other Equity Mortgage	£195.00
Gift of Funds from more than one party (per component)	£95.00

Unusual Contract Requirements	
New-Build Property	£250.00
Green Deal / Solar Panel feed-in tariff agreement	£195.00
Expedited Matter (under 28 days by request)	£295.00
Additional Contract/Sub-Contract Alteration to Contract post-exchange	£95-£195.00
Declaration of Trust (No third-party beneficiaries)	£195.00
Declaration of Trust (Third-party beneficiaries)	£395.00
Arranging a Power of Attorney (Other than Lasting Power)	£100.00
Non-Standard Legal Undertakings and Contract Clauses which impose further action post-completion	£50.00 per event

Other	
For each extra Bank Transfer after the first	£30.00
Home appointments or appointments outside office hours.	£20 plus £125 per hour
Dealing with a third party solicitor (e.g. Matrimonial)	£195.00
Any other matter or matters reasonably considered to be outside the comprehensive work menu above	At our hourly rate for conveyancing matters being £145 per hour.