



## Our Services to You – Property Sale

**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.**

- Taking your instructions and providing estimate of costs; customer due diligence and ID requirements; collating information from the estate agent and other sources.
- Prepare and issue draft contract with Protocol Forms, together with supporting documents to buyer's conveyancers; obtaining copy Land Registry documents and deeds. Acquire further information from third parties such as Local Authority or Housing Association to complete draft contract paperwork.
- Where the matter is Leasehold or in a managed estate; applying for a Management Pack from the managing agent/landlord and supplying the same to the Buyer's Solicitors. Establishing whether additional steps need to be taken to effect and register the sale.
- To prepare and provide responses to all additional enquiries raised by buyer's conveyancers, preparing and returning replies to include third party information sources as required.
- Agreeing terms of contract and transfer deed for the sale. Establishing the extent of any loans or other charges burdening the property. Exchange of contracts.
- Preparing for completion of sale; completion statement for the sale, calculation of apportionments of ground rent, insurance rent and service charges; replying to requisitions on title submitted by buyer's conveyancers.
- Dealing with completion of the sale on the date agreed; settling Estate Agent's commission account; settlement of mortgages or other charges; remitting any net sale proceeds in accordance with your instructions, sending deeds/documents as appropriate to the buyer's conveyancers.
- 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 and other interested parties as required and appropriate.
- 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, additional costs will be payable. A non-exhaustive list of non-standard matters is set out below.*

Issue	Cost (To which VAT must be added)
<b>Unusual Title Matters</b>	
Unregistered Title Deeds/Missing Title Deeds	£250.00
Additional Land Title Investigation (per Title)	£75.00
Restriction against Dealing, (other than standard)	£95.00
Deed of Covenant, (other than standard Leasehold)	£95.00
Dealing with additional property managers after the first	£125.00
Shared Ownership Leasehold/Housing Association Lease	£175.00
Sale of share of reversionary Freehold	£150.00
Freehold Flat (Not Leasehold Flat with share of Freehold)	£195.00
Deed of Variation (Lease Extension/Defective Lease)	£295.00 - £495.00
Arranging bespoke Indemnity Insurance (per policy)	£50.00

<b>Unusual Contract Matters</b>	
Dealing with third party solicitor (e.g. Matrimonial)	£195.00
Statutory Declaration of Truth/Solvency	£95.00 - £195.00
Assignment of Solar Panel Lease	£195.00
Green Deal / Solar Panel feed-in tariff agreement	£195.00
Arranging a Power of Attorney (other than Lasting Power)	£100.00
Expedited Matter (under 28 days by request)	£295.00
Non-Standard Legal Undertakings and Contract Clauses which impose further action post-completion	£50.00 per event
Additional Contract/Sub-Contract Alteration to Contract post-exchange	£95-195.00
Share Certificate Indemnity Statement (Lost Certificates)	£45.00

<b>Unusual Financial Matters</b>	
For each additional Legal Mortgage or loan after the first Private Loans/Private Beneficial Interests	£75.00
Off-set Mortgage or Overdraft Facility Mortgage	£75.00
Settlement of Proceeds of sale to third-party beneficiaries/third-party solicitors	£25.00 per payee

<b>Other</b>	
For each additional Bank Transfer after the first	£30.00
Home Appointments or appointments outside office hours	£20 plus £125 per hour
Any other matters reasonably considered to be outside the comprehensive work menu above.	At our hourly rate for conveyancing matters being £145 per hour.