

PURCHASES

Purchase of a Freehold Residential Property - Example

Our fees cover all of the work required to complete the purchase of:-

- a freehold residential house
- in the Manchester area
- in your sole name
- assuming you are not a first-time buyer
- with a purchase price of £200,000
- with or without the aid of a mortgage
- assuming this will be your only property owned anywhere in the world

including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax.

| <u>Legal fees</u> | Fee excluding VAT | VAT |
|---|--------------------------|------------|
| Our professional charges for conveyancing | £750.00 | £150.00 |
| Our professional charges for transferring funds | £21.00 | £4.20 |
| Legal fees for verifying ID/Money Laundering Compliance | £NIL | £NIL |
| Legal fees for submitting Stamp Duty Return | £NIL | £NIL |

| <u>Expenses</u> (paid to 3 rd parties & vatable) | Fee excluding VAT | VAT |
|--|--------------------------|------------------|
| Local Search fee (Infotrack) | £68.25 | £13.65 |
| Drainage & Water Search fee (Infotrack) | £36.16 | £7.24 |
| Environmental Search fee (Infotrack) | £46.08 | £9.22 |
| Verification of ID/Money Laundering Compliance (SmartSearch) | £2.60 | 52p (per person) |

| <u>Disbursements</u> (paid to 3 rd parties & not vatable) | Fee | VAT |
|---|------------|------------|
| Chancel Indemnity fee (Infotrack) | £13.22 | £NIL |
| Land Registry Search Fees | £3.00 | £NIL |
| Land Registry Bankruptcy Search fees | £2.00 | £NIL |
| Land Registration fee (if already registered at Land Registry) | £95.00 | £NIL |
| HM Revenue & Customs Stamp Duty Land Tax | £1500.00 | £NIL |
| Barclays Bank charge for same day payment | £9.00 | £NIL |

Estimated total including vat:

£2731.14

If we have to undertake enhanced due diligence after we have performed the initial anti-money laundering checks we will let you know any extra charges involved. These are less than £15 including VAT. We will let you know if any additional searches are required eg flood

Purchase of an Apartment/Flat (Leasehold Residential Property) - Example

Our fees cover all of the work required to complete the purchase of:-

- a leasehold residential apartment/flat
- in the Manchester area
- in your sole name
- assuming you are not a first-time buyer
- with a purchase price of £200,000
- with or without the aid of a mortgage
- assuming this will be your only property owned anywhere in the world

including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax.

| <u>Legal fees</u> | Fee excluding VAT | VAT |
|---|--------------------------|------------------|
| Our professional charges | £800.00 | £160.00 |
| Our professional charges for transferring funds | £21.00 | £4.20 |
| Legal fees for verifying ID/Money Laundering Compliance | £NIL | £NIL |
| Legal fees for submitting Stamp Duty Return | £NIL | £NIL |
| | | |
| <u>Expenses</u> (paid to 3 rd parties & vatable) | Fee excluding VAT | VAT |
| Local Search fee (Infotrack) | £68.25 | £13.65 |
| Drainage & Water Search fee (Infotrack) | £36.16 | £7.24 |
| Environmental Search fee (Infotrack) | £46.08 | £9.22 |
| Verification of ID/Money Laundering Compliance (SmartSearch) | £2.60 | 52p (per person) |
| | | |
| <u>Disbursements</u> (paid to 3 rd parties & not vatable) | Fee | VAT |
| Chancel Indemnity fee (Infotrack) | £13.22 | £NIL |
| Land Registry Search Fees | £3.00 | £NIL |
| Land Registry Bankruptcy Search fees | £2.00 | £NIL |
| Land Registry fee (if already registered at Land Registry) | £95.00 | £NIL |
| HM Revenue & Customs Stamp Duty Land Tax | £1500.00 | £NIL |
| Barclays Bank charge for same day payment | £9.00 | £NIL |

Estimated total: **£2866.14**

If we have to undertake enhanced due diligence after we have performed the initial anti-money laundering checks we will let you know any extra charges involved. These are less than £15 including VAT. We will let you know if any additional searches are required eg flood

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.

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee they charge is £100 to £250. Landlord and Management company may have their own Notice fee.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee they charge is £100 to £250.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often they charge £100 to £250.
- Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £100 and £250.

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.

* Our fees on based on the assumptions that:

- a. 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
- b. this is the assignment of an existing lease and is not the grant of a new lease
- c. the transaction is concluded in a timely manner and no unforeseen complication arises
- d. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Other factors which can affect our fees* and the length of the transaction are:

- new builds
- funding the purchase by way of a gift from a friend or family member
- first registration of title at the Land Registry
- whether a mortgage or not, or Islamic mortgage
- whether primary residence, buy to let or second/holiday home
- multiple owners

- shared ownership scheme
- using a help to buy scheme, and whether it is an equity loan or ISA
- purchase under right to buy
- purchase at auction
- property has been repossessed
- If the legal title is defective
- If building regulations or planning permission has not been obtained
- If crucial documents, we have requested, have not been provided

We calculate our fees on your purchase price. Our fees do not differ if you are buying with a mortgage or in joint names (we will also take your instructions on whether you wish to own as joint tenants or tenants in common and the implications of your choice and whether you wish to record differing contributions by each buyer by way of a Declaration of Trust (charged for separately £250 + VAT) or whether you are a first-time buyer or whether you will own more than one property after completion of your purchase but these scenarios can affect the amount of the disbursements. Therefore, you will need to contact us to obtain our charges if your purchase price is not £200,000 or there is any variation to the above assumptions. You can do this by emailing via our website enquiry form which asks simple questions and Dusty will phone you with the estimate or you can email direct on dustyblackburn@hargreavesgilman.com and solicitors@hargreavesgilman.com. Dusty is our jargon buster and will help you to complete the initial forms the Solicitor needs to progress your matter.

We download information and undertake searches about registered properties at the Land Registry as we hold an account with them. The same applies with the Search Providers. We only charge you what they charge us. As we go direct to the Government website we are not charged a hub fee. We will report to you, where necessary, on the information obtained from this website and the Search Providers and our time in so doing is included in our fees and VAT is charged accordingly. The Land Registry does not charge us VAT but the Search Providers do.

We ask for an initial payment at the outset of £250 to cover the search fees we pay to the Search Providers. We will charge a proportion of our fees if the transaction fails for any reason which will depend upon the stage of the transaction reached at the time the matter aborts. Once we have requested the searches from our search provider we will reimburse ourselves from your £250 so please take this our notification that this will be done.

You can calculate the amount of stamp duty you will need to pay (which depends on the purchase price of your property) by using [HMRC's website](#) or if the property is

located in Wales [by using the Welsh Revenue Authority's website here](#). The land registration fee also depends on the value of the property [Land Registration fees](#) (Scale 1) and we submit applications electronically via the Land Registry portal.

How long will my purchase take?

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 6-8 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 9 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 2 and 3 months. In such, a situation additional charges would apply.

Stages of the process

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, we have listed some key stages:

- Take your instructions and give you initial advice
- Provide you with our letter of engagement and terms of business
- Comply with anti-money laundering legislation
- Check proof and source of funds
- 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 with you
- Draft Transfer which will pass ownership to you on completion date
- Send or attend upon you to sign final contract and Transfer
- 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

SALES

Sale of a Freehold Residential Property - Example

Our fees cover all of the work required to complete the sale of:-

- a freehold residential house
- in the Manchester area
- with a sale price of £200,000
- with redemption of a mortgage

Our fees*

| <u>Legal fees</u> | Fee excluding VAT | VAT |
|--|--------------------------|-----------------------|
| Our professional charges | £700.00 | £135.00 |
| Our professional charges for transferring funds to Lender | £21.00 | £4.20 |
| Our professional charges for transferring net proceeds to you | £21.00 | £4.20 |
| Legal fees for verifying ID/Money Laundering Compliance | £NIL | £NIL |
| Legal fees for us to act in redemption of your mortgage | £NIL | £NIL |
| <u>Expenses</u> (paid to 3 rd parties & vatable) | Fee excluding VAT | VAT |
| Verification of ID/Money Laundering Compliance (SmartSearch) | £2.60 | .52 (per person) |
| <u>Disbursement</u> | Fee excluding VAT | VAT |
| HM Land Registry Search Fees | £6.00 | £NIL |
| Barclays bank charge for same day payment to Lender | £9.00 | £NIL |
| Estimated total: | | <u>£903.52</u> |

Sale of an Apartment/Flat (Leasehold Residential Property) - Example

Our fees cover all of the work required to complete the sale of:-

- a leasehold residential apartment/flat
- in England
- with a sale price of £200,000
- without the redemption of a mortgage

Our fees*

| <u>Legal fees</u> | Fee excluding VAT | VAT |
|---|--------------------------|------------|
| Our professional charges | £750.00 | £150.00 |
| Our professional charges for transferring net proceeds to you | £21.00 | £4.20 |
| Legal fees for verifying ID/Money Laundering Compliance | £NIL | £NIL |

| <u>Expenses</u> (paid to 3 rd parties & vatable) | Fee excluding VAT | VAT |
|--|--------------------------|-----------------------|
| Verification of ID/Money Laundering Compliance (SmartSearch) | £2.60 | .52 (per person) |
| <u>Disbursement</u> | Fee excluding VAT | VAT |
| HM Land Registry Search Fees | £6.00 | £NIL |
| Estimated total: | | <u>£929.32</u> |

There will usually be additional disbursements to obtain a Pack from the Management Company which typically includes the Financial Accounts and the Buildings Insurance Policy. Their charges are usually in the region of £300. We would prefer you to order this Pack and pay for it direct and request the estate agent (if there is one) to pass to the buyer's solicitors. If it is provided to us, we will pass it on without any comment. If you do not have a copy of the registered lease, then we can download one from the Land Registry's website and typically the cost is £15/£20 plus VAT. Sometimes, we also need to see the freehold title and this costs a further £6 plus VAT. We download information about registered properties at the Land Registry as we hold an account with them. We only charge you what they and any Management Company charge us plus VAT where applicable. As we go direct to the Government website, we are not charged a hub fee. We will report to you, where necessary, on the information obtained from this website and the Management Company and our time in so doing is included in our fees and VAT is charged accordingly. The Land Registry does not charge us VAT, but the Management Companies often do.

We calculate our fees on your sale price. It does not differ if you are redeeming a mortgage or the property is held in joint names but can affect the amount of the expenses. Therefore, you will need to contact us to obtain our charges if your sale price is not £200,000 or there are any differences to the above assumptions. You can do this by emailing via our website enquiry form which asks simple questions and then Dusty will phone you with the estimate or for a faster response you can email direct with the details to dustyblackburn@hargreavesgilman.com and solicitors@hargreavesgilman.com

Dusty is our jargon buster and will help you to complete the initial forms the Solicitor needs to progress your matter.

We request £25 from you at the outset whether it is sale of a leasehold or freehold flat to cover such searches. If the sale to a potential buyer falls through and/or you decide to withdraw the property from the market, we do make a partial charge depending on the stage the transaction has reached. Usually, we can use the same contract when a new buyer is found. We will charge for the title information we have downloaded from the land registry website from your £25 - this is the notification that we will do so.

How long will my sale take?

How long it will take from you accepting an offer until the date of completion will depend on a number of factors. The average process takes between 6-8 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if your buyer is paying cash or whether they are having a survey carried out or whether they are selling their existing home in order to purchase yours. If you are selling a leasehold property that requires an extension of the lease, this can take significantly longer, between 2 and 3 months depending on the response times of the leaseholder. In such, a situation additional charges would apply. You are also dependent on the Management Company providing information.

Stages of the process

The precise stages involved in the sale of a residential property vary according to the circumstances. However, we have listed some key stages:

- We take your instructions and give you initial advice
- We provide you with our letter of engagement and terms of business
- Complying with anti-money laundering legislation
- Obtain the title deeds from you or download copies from the Land Registry
- Obtain a redemption figure if you have any charges registered against the property to ensure you are not in a negative equity situation
- Preparing Contract and submit together with forms completed by you to buyer's solicitor for approval
- Reply to any enquiries raised by the buyer's solicitor
- Exchange contracts (this is the binding point of the transaction) and usually a 10% deposit is paid by the buyer
- Approve Transfer prepared by the buyer's solicitor
- Obtain an up to date redemption figure to include interest up to the date of completion
- Reply to Completion Information & Undertakings
- Receive payment of the sale price into our client bank account
- Repay any charges
- Release the key via the Estate Agent
- Pay Estate Agent
- Account to you as soon as is practicable via your chosen method eg cheque or faster payment. **We do not accept bank details or any changes to them via email**

We also undertake **Transfer of Equity** work where a property is being transferred from one to more owners or from one co-owner to another subject to the existing mortgage and our fees are typically £500 + VAT + the Land Registry fee based on the value of equity transferred. There may also be stamp duty implications depending on the amount of debt so you will need to contact us for an estimate tailored to your circumstances

Gifts between parties where there is no mortgage are typically charged at £450 + VAT + the [Land Registration fees](#) (scale 2 electronically submitted) based on the current open market value of the property being transferred.

In these circumstances we can only act for connected parties where there is no conflict of interest existing between you; if one subsequently arises then we can no longer act for one or possibly either of you and our fees and disbursements incurred to the date the conflict arises will be charged. Where independent legal advice must be sought we will tell you at the outset.

We will also be happy to act for you in your **Remortgage** where you are obtaining a new mortgage via a new Lender and redeeming your current mortgage. Our fees are typically £500 + VAT + Searches if required by your new Lender (see above under purchase) + [Land Registration fees](#) (scale 2 electronically submitted) which are dependent on the amount of your new loan.

Please note that we bank with Barclays. This is relevant for your £85,000 protection limit via the FSCS. We are members of the Law Society's Conveyancing Quality Scheme [CQS client charter - The Law Society](#) and we are on all Lender panels which do not insist on more than one Director.

Rest assured that whatever transaction you ask us to take care of on your behalf we will look after you.

Please be aware of cyber crime. We do not provide or receive bank account details via email as email is not a secure form of communication. If you are in any doubt that a communication claiming to be from us is not genuine please contact us immediately. Always telephone the office before transferring funds to our client account. Our staff can confirm the details you read out to them. We will check with you before transferring funds to your nominated account.

If we send you a cheque, please ensure that it is banked within one month otherwise it may be donated to charity without further notification to you.

Please do not hesitate to telephone us on 0161 443 1711 or email dustyblackburn@hargreavesgilman.com and solicitors@hargreavesgilman.com or complete the simple enquiry form on this website.

The Conveyancing Team

Solicitors

Head of Conveyancing/Supervisor: Peter Stephen Gerard Westwell

Solicitor: Andrew James Philip Gilfedder

It is rare for residential conveyancing to be charged on hourly rates but if this was the case, we would let you know

Support Staff

Paralegal & Office Manager: Dusty Blackburn

Secretaries: Gwyn Hughes

Lynne Wild

Clare Baker

Cashier: Helen Walford