

<b>Service</b>	LEASEHOLD SALE																											
<b>Cost</b>	<p><b><u>Sale Leasehold</u></b></p> <table border="1"> <thead> <tr> <th><b>Value £</b></th> <th><b>Fees £</b></th> <th><b>VAT £</b></th> </tr> </thead> <tbody> <tr> <td>0-100k</td> <td>775</td> <td>155</td> </tr> <tr> <td>101-200k</td> <td>800</td> <td>160</td> </tr> <tr> <td>201-250k</td> <td>825</td> <td>165</td> </tr> <tr> <td>251-500k</td> <td>875</td> <td>175</td> </tr> <tr> <td>501-650k</td> <td>1025</td> <td>205</td> </tr> <tr> <td>651-850k</td> <td>1225</td> <td>245</td> </tr> <tr> <td>851-999k</td> <td>1375</td> <td>275</td> </tr> <tr> <td>1m+</td> <td>1775</td> <td>355</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Bank transfer fee £36 per transfer</li> </ul> <p>Other factors which would increase costs are implementing indemnity policies for example missing documents, planning permissions building regulations</p> <p>* Our fee assumes that:</p> <ol style="list-style-type: none"> <li>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</li> <li>this is the assignment of an existing lease and is not the grant of a new lease</li> <li>the transaction is concluded in a timely manner and no unforeseen complication arise</li> <li>all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation</li> </ol> <p>no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.</p>	<b>Value £</b>	<b>Fees £</b>	<b>VAT £</b>	0-100k	775	155	101-200k	800	160	201-250k	825	165	251-500k	875	175	501-650k	1025	205	651-850k	1225	245	851-999k	1375	275	1m+	1775	355
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<b>Basis for charges</b>	Fixed fees & Vat @ 20%																											
<b>Description of and cost of any likely disbursements</b>	<p>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.</p> <p>Anticipated Disbursements*</p> <ul style="list-style-type: none"> <li>• Office Copy Entry Fee £7.80 per registered title</li> <li>• 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 &amp; Vat</li> <li>• Obtaining the management pack from the management company Often the fee is between £100.00 and £300.00 &amp; Vat</li> </ul>																											

- 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 & Vat
- Identification Documents £15.00 plus VAT per client

\*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.

**Additional Information regarding potential fees**

We have provided you with an illustration of our conveyancing fees and anticipated expenses associated with your proposed transaction. However, there can be certain circumstances where other optional services may be requested by you or required to fulfil your instructions. For complete transparency, we set out below our fixed price menu of optional conveyancing services. In those cases, no additional work will be carried out until we have agreed the fees or charging mechanism with you first. VAT will be charged on these fees at the current variable rate.

**Alteration of Register fee**

For altering your records at the Land Registry at your specific request or to correct a defect. £50

**Appointing an additional Trustee fee**

For preparing documentation appointing a further Trustee, to enable the sale to proceed. £75

**Arranging Indemnity Insurance fee**

To repair a defective legal title or other insurance coverage as required. £75

**Auction fee**

For creating your sale legal information pack to your auctioneer's specifications. £300

**Cheques Returned Unpaid fee**

If your cheque bounces. £35

**Cheques to a Third-Party fee**

For issuing a cheque to a non-standard third party on completion at your specific request. £35

**Companies House Search fee**

For obtaining Companies House documentation for the Buyer's lawyer. £20

**Contract Race fee**

Drafting an additional contract and issuing a separate legal pack for a contract race. £250

**Deed of Grant Approval fee**

For approving or varying a Deed of Grant regarding legal rights of way. £150

**Deed of Grant Variation fee**

For varying a Deed of Grant regarding legal rights of way. £400

**Electronic Money Transfer fee**

£30

For transferring money by CHAPs transfer or Faster Payment.	
<b>Evidence of debt removal fee</b>	
Providing evidence, at your request, of removal of your secured debt from Land Registry records.	£40
<b>Funds BACS Transfer fee</b>	£15
For transferring money by a BACS transfer within 3 days.	
<b>Help to Buy Redemption fee</b>	£150
Dealing with the Help to Buy agency to remove their secured legal charge from your property.	
<b>Houses in Multiple Occupation fee</b>	£200
For the extra work required regarding enquiries on your HMO Licence.	
<b>Housing Association fee</b>	£150
Requesting information from a Housing Association to meet Buyer's Lawyers requirements.	
<b>International Bank Transfer fee</b>	£100
For transferring money electronically abroad.	
<b>Key Undertaking fee</b>	£75
Preparation or approval of a key & access undertaking, enabling the Buyer access before completion.	
<b>Lease Extension approval fee</b>	£250
For approving or varying a Deed extending the Lease term.	
<b>Lease Extension preparation fee</b>	£400
For preparing a Deed extending the Lease term.	
<b>Legal Aid Charge Transfer fee</b>	£190
For transferring your Legal Aid charge to your new property on completion.	
<b>Licence to Assign fee</b>	£150
For obtaining the Landlords written permission to transfer the property to your buyers.	
<b>Management Enquiries on a Freehold Property fee</b>	£165
Requesting these to meet Buyer's lawyers requirements.	
<b>Matrimonial fee</b>	£200
Dealing with separate matrimonial solicitors or a non-occupying co-owner on a sale.	
<b>Merger of Titles fee</b>	£100
For merging your freehold and leasehold title at the Land Registry at your specific request.	
<b>Name Declaration fee</b>	£25
For preparing a Declaration for Land Registry to resolve a name discrepancy on your title.	
<b>Power of Attorney or Court Order fee</b>	£150
For checking the Power of attorney or Court Order is valid, and registered, if appropriate.	

<b>Private Mortgage fee</b>	For liaising with a private owner of a secured charge, to remove it from your registered title.	£150
<b>Reconstitution of Title fee</b>	Reconstructing a legal title, for registration by Land Registry, when evidence of ownership is absent.	£250
<b>Restriction fee</b>	Dealing with removal or registration of a Notice or Restriction on your legal title.	£125
<b>Retention administration fee</b>	Dealing with retentions of service charge etc on Leasehold Properties, at the Buyer's lawyers request.	£100
<b>Share Transfer fee</b>	Handling the transfer of your Share Certificate or Membership in a Management Company.	£50
<b>Solar Panels fee</b>	For checking, assigning or rectifying a lease of solar panels on your property.	£150
<b>Staircasing fee</b>	For handling the process which increases your ownership share in a Housing Association owned property.	£150
<b>Stamp Duty Land Tax (SDLT. Staircasing fee)</b>	For completing and submitting the SDLT forms to HMRC when you staircase.	£75
<b>Statutory Declaration fee</b>	Drafting a Statutory Declaration to address a title defect or shortcoming.	£75
<b>Subject Access Request fee</b>	For sending you personal data from your file; this is a set statutory fee.	£10
<b>Third Party Lawyer fee</b>	Dealing with different lawyers who act for you on related transactions e.g.: remortgage, probate.	£125
<b>Transfer of Part fee</b>	For preparing or approving a TP1 Transfer Of Part of your land, which will create a new, separate legal title.	£345
<b>Undertaking fee</b>	Request to give a legal undertaking on ID to the Buyer's Lender.	£50
<b>Unregistered title fee</b>	Covering the additional legal work involved on a Property that is not yet registered at the Land Registry.	£150
<b>Unrepresented Party fee</b>	For advising you of the implications of selling to a buyer who isn't using a lawyer.	£100
<b>Upgrading Title fee</b>	For preparing documentation to upgrade your legal title, e.g.: from possessory title to absolute.	£50

	<p><b>Voluntary Registration of a Property</b> <span style="float: right;">£150</span></p> <p>Land registry fees based on the value of the property will apply.</p> <p><b>Disbursements</b></p> <table border="0"> <tr> <td>Bankruptcy Searches</td> <td>£2.90 per search</td> </tr> <tr> <td>ID and Source of Funds Check</td> <td>£14.40 per person</td> </tr> <tr> <td>Land Registry pre completion search</td> <td>£3.90 per search</td> </tr> <tr> <td>Additional Office Copies</td> <td>£3.90 per document</td> </tr> <tr> <td>Electronic signature Fee</td> <td>£4.80 per deed</td> </tr> <tr> <td>Companies House submission fee</td> <td>£15.00 per charge document</td> </tr> </table>	Bankruptcy Searches	£2.90 per search	ID and Source of Funds Check	£14.40 per person	Land Registry pre completion search	£3.90 per search	Additional Office Copies	£3.90 per document	Electronic signature Fee	£4.80 per deed	Companies House submission fee	£15.00 per charge document
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<p><b>Key stages of the matter</b></p>	<p>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:</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Take your instructions and give you initial advice</li> <li>• Download Land Registry Documents and review the property title</li> <li>• Draft contract documents and sent to the buyers solicitors</li> <li>• Deal with any enquiries raised by the Buyers solicitors</li> <li>• Apply for freehold and management packs from the freeholder and management company</li> <li>• 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</li> <li>• Obtain further planning documentation if required</li> <li>• Give you advice on all documents and information received</li> <li>• Send final contract to you for signature</li> <li>• Agree completion date (date from which you own the property)</li> <li>• Exchange contracts and notify you that this has happened</li> <li>• Deal with any ground rent and service charge apportionments</li> <li>• Complete sale</li> <li>• Discharge any mortgages of charges registered against the property.</li> <li>• Discharge any outstanding ground rent or service charge arrears with the freeholder or management company</li> </ul>												
<p><b>Timescales</b></p>	<p>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 14-18 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 6-8 weeks. However, if a leasehold property requires an extension of the lease, this can take</p>												

significantly longer, between 4 and 6 months. In such a situation additional charges would apply.