



RESIDENTIAL CONVEYANCING

Residential property transactions can vary from transaction to transaction as no two transactions will be the same. The reason being that no two properties are the same, no two clients are the same and no two chains will be the same.

Where possible we will provide clients with a fixed fee quotation which will be based on information we obtain from our clients at the outset of the transaction. We will discuss with you the various aspects of the proposed transaction so that we can advise you of the costs and disbursements that will be involved to enable you to budget accurately for your transaction.

We typically work on a fixed fee basis, so that from the outset you know what the fees will be for your transaction. VAT, currently 20%, will be payable on all our fees and some disbursements, and we will clearly confirm which disbursements carry VAT in formal quotation or as we advise you to incur them.

What you can expect us to do:

RESIDENTIAL SALE

- Complying with The Law Society and government regulations including anti-money laundering checks and client identification procedures
- Sending to you the Fittings and Contents Form and Law Society Property Information Forms to complete
- Issuing the buyer's solicitor with a draft contract and evidence of the legal title of the property together with any additional information (including the completed Fittings and Contents Form and The Law Society Property Information Forms)
- Liaising with the landlord/managing agents and obtaining management information from them (if applicable). Please note the landlord/managing agent will charge a fee for supplying the necessary information
- Corresponding with the buyer's solicitor and the estate agent
- Dealing with enquiries from the buyer's solicitor and agreeing the final version of the contract
- Agreeing the terms of the final transfer deed to enable the legal title of the property to be transferred to the buyer on completion
- Arranging for the contract and transfer deed to be signed
- Exchanging contracts with the buyer's solicitor
- Obtaining a redemption statement from any mortgage lender involved confirming the amount to be repaid on completion of the sale (if applicable)
- Obtaining the estate agent's commission account (if applicable)

- Preparing a financial statement of account
- Undertaking completion of the sale and advising you when the sale has taken place
- Repaying the mortgage from the proceeds of sale and obtaining evidence of repayment (if applicable)
- Sending the completion documents to the buyer's solicitor, paying the estate agent's commission (if applicable) and transferring the sale proceeds

Our fees for residential property sale (plus VAT at 20%):

Value	Freehold - our Fees (plus, VAT @20%)	Freehold - our Fees (inc. VAT @20%)
Up to £500,000	£1,500 - £2,500	£1,800.00 - £3,000.00 inc. VAT
£500,000 - £1m	£1,750 - £3,500	£2,100.00 - £4,200.00 inc. VAT
£1m - £2m	£2,500 - £4,500	£3,000.00 - £5,400.00 inc. VAT
£2m - £3m	£4,000 - £6,500	£4,800.00 - £7,800.00 inc. VAT
Above £3m	£6,000 - £7,000	£7,200.00 - £8,400.00 inc. VAT

Value	Leasehold - our Fees (plus VAT @20%)	Leasehold - our Fees (inc. VAT @20%)
Up to £500,000	£1,750 - £3,000	£2,100.00 - £3,600.00 inc. VAT
£500,000 - £1m	£2,000 - £4,000	£2,400.00 - £4,800.00 inc. VAT
£1m - £2m	£3,000 - £5,000	£3,600.00 - £6,000.00 inc. VAT
£2m - £3m	£4,000 - £7,000	£4,800.00 - £8,400.00 inc. VAT
Above £3m	£6,000 - £8,000	£7,200.00 - £9,600.00 inc. VAT

The final quote will depend on the value and location of the property and the complexity of the transaction. We would warn you that there are some charges made by others which we will not be able to ascertain until we are instructed and make the necessary enquiries.

If at any stage our fees change, we will notify you and discuss the reason for any changes. This would typically occur if you change your instructions or your case involves an unforeseen complexity.

Our average fees assume that:

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

The fees set out above could be affected by the following:

- The title to the property is not registered at the Land Registry
- Where there is more than one mortgage to redeem
- Where there are defects in the title
- Where there is a sale of part of a title
- The contract is conditional
- There are very short deadlines for exchange and completion
- The transaction is not a residential property transaction
- Listed property
- Please note that the leasehold fees below do not cover matters where the Building Safety Act 2022 is relevant. We will need to provide additional fees and a bespoke quote for these matters

Disbursements and Additional charges

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

You will be provided with a full list of disbursements in our formal quotation. If you need to incur any further disbursements during your case, you will be notified in advance of the reason and the amount.

The following disbursements and other costs may apply in your matter:

- Land Registry copying charges for downloading an official copy of the title, plan and necessary title documents (Per Document) £7 plus VAT (£8.40 inc. VAT) per deed
- **Management pack** - when selling a property there will be information which we will need to obtain from the Landlord and / or the Management Company. Many Landlords / Management Companies have standard packs containing this information that usually range between £50.00 – £400.00 but we will confirm with you on application and review of your property sale.
- Electronic ID verification - £30 + VAT at 20% (£36 inc. VAT)
- Bank Transfer Administration Fee, per transfer - £40 + VAT at 20% (£48.00 inc. VAT)
- Bankruptcy Search Fee, per Seller - £6 + VAT at 20% (£7.20 inc. VAT)

How long will the matter take?

This is a question we are frequently asked and a question that is very difficult to answer as it depends on many factors which may well be related to other parties connected to the sale process. A straightforward transaction should take approximately 8-12 weeks to exchange contracts provided the matter proceeds smoothly. This can vary and will depend on many factors, for example if there is a chain involved, how long searches are taking. Completion dates will be agreed between the seller and buyer and other parties in the chain and will therefore depend on dates that can be mutually agreed. If you have a preference for a particular completion date, we will endeavour to meet that date, but you should be aware that we are not able to insist on a

particular date or influence other parties in the transaction which means that delays can arise which will be completely out of our control.

RESIDENTIAL PURCHASE

The amount of time spent on each stage of the process will depend on the complexity of the transaction.

Typically, this will involve:

- Complying with The Law Society and government regulations including client identification procedures and anti-money laundering procedures
- Communicating with the seller's solicitor and estate agent
- Reviewing the draft contract and supporting documentation including legal title
- Applying for searches
- Raising additional enquiries
- Reporting to you on the contract, legal title, The Law Society Property Information Forms
- Reviewing search results and reporting to you on those
- Approving the draft contract and arranging for the contract to be signed □ Reviewing mortgage lender's instructions and corresponding with the mortgage lender and complying with their requirements
- Arranging for the contract to be signed and payment of the deposit to be made at the necessary time
- Obtaining authority to exchange contracts
- Proceeding to exchange contracts
- Drafting the Land Registry transfer deed
- Carrying out pre-completion searches
- Reporting to the mortgage lender and requesting mortgage funds for completion
- Preparing a financial statement of account and requesting funds to complete
- Completing HM Revenue and Customs stamp duty land tax return form. Reporting on the return and arranging for it to be signed
- Obtaining mortgage funds from the mortgage lender
- Sending completion monies to the seller's solicitor and completing the purchase
- Obtaining completion documents from the seller's solicitor
- Notifying landlord/managing agent (where applicable) of the change of ownership of the property including providing notice of transfer and notice of charge
- Submitting HM Revenue and Customs land transaction return to HMRC and receiving the necessary certificate from them confirming receipt of the return
- Paying HM Revenue and Customs the stamp duty land tax payable on your behalf
- Dealing with the Land Registry application for registration
- Providing you with the up-to-date Land Registry title once completed
- Dealing with lender's post- completion formalities

Our fees for a residential property purchase (plus Vat at 20%):

Value	Freehold - our Fees (plus VAT @20%)	Freehold - our Fees (inc. VAT @20%)
Up to £500,000	£1,500 - £2,500	£1,800.00 - £3,000.00 inc. VAT
£500,000 - £1m	£1,750 - £3,500	£2,100.00 - £4,200.00 inc. VAT
£1m - £2m	£2,750 - £5,000	£3,300.00 - £6,000.00 inc. VAT
£2m - £3m	£3,500 - £7,000	£4,200.00 - £8,400.00 inc. VAT
Above £3m	£6,000 - £8,000	£7,200.00 - £9,600.00 inc. VAT

Value	Leasehold - our Fees (plus VAT @20%)	Leasehold - our Fees (inc. VAT @20%)
Up to £500,000	£1,750 - £3,000	£2,100.00 - £3,600.00 inc. VAT
£500,000 - £1m	£2,000 - £4,000	£2,400.00 - £4,800.00 inc. VAT
£1m - £2m	£3,250 - £7,000	£3,900.00 - £8,400.00 inc. VAT
£2m - £3m	£4,500 - £8,000	£5,400.00 - £9,600.00 inc. VAT
Above £3m	£7,000 - £9,000	£8,400.00 - £10,800.00 inc. VAT

The final quote will depend on the value and location of the property and the complexity of the transaction. We would warn you that there are some charges made by others which we will not be able to ascertain until we are instructed and make the necessary enquiries.

If at any stage our fees change, we will notify you and discuss the reason for any changes. This would typically occur if you change your instructions or your case involves an unforeseen complexity.

Our average fees assume 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) For Leasehold matters 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 arise.
- 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.

The fees set out above could be affected by the following:

- The title to the property is not registered at the Land Registry
- Where there are defects in the title
- Where there is a sale of part of a title
- The contract is conditional
- There are very short deadlines for exchange and completion
- The transaction is not a residential property transaction

- Please note that the leasehold fees below do not cover matters where the Building Safety Act 2022 is relevant. We will need to provide additional fees and a bespoke quote for these matters

Additional charges

- Search fees * – budget £600.00 - £900 + VAT at 20% (£720.00 - £1,080 Inc. VAT)
- Electronic ID verification - £30 + VAT at 20% (£36 inc. VAT)
- Land Registry fee ([link to Land Registry fee calculator](#))
- Bank Transfer Administration Fee, per transfer - £40.00 + VAT at 20% (£48.00 inc. VAT)
- Fees payable to a Landlord and/or Management Company in respect of Notice of Transfer, Deed of Covenant etc
- Stamp Duty Land Tax ([link to Stamp Duty Land Tax calculator](#))
- Please note that the leasehold fees above do not cover matters where the Building Safety Act 2022 is relevant. We will need to provide additional fees and a bespoke quote for these matters

* Note the cost of searches varies depending on a number of factors i.e the property. location of property and local authority.

If your property is Leasehold, the following additional costs may arise:

- Notice of Transfer fee: This fee, if chargeable, is set out in the Lease. Usually the fee is between £30.00 – £120.00.
- Notice of Charge fee (if the property is to be mortgaged): This fee is set out in the Lease. Usually the fee is between £30.00 – £120.00.
- Deed of Covenant fee: This fee is charged by the Management Company for the property and can be difficult to estimate. Usually it is between £50.00 – £150.00.
- Certificate of Compliance fee: To be confirmed upon receipt of the Lease and can range between £50.00 – £150.00

These fees are set by the management company / freeholder and can vary from property to property. They can, on occasion, be significantly more than the ranges given above and VAT may be charged. 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 we receive this information.

These fees shown above will vary from property to property and can on occasions be more than the ranges given above. We will give you an accurate figure once we have sight of the relevant documentation.

How long will the matter take?

This is a question we are frequently asked and a question that is very difficult to answer as it depends on many factors which may well be related to other parties connected to the sale process. A straightforward transaction should take approximately 8-12 weeks to exchange contracts provided the matter proceeds smoothly. This can vary and will depend on many factors, for example if there is a chain involved, how long searches are taking. Completion dates will be agreed between the seller and buyer and other parties in the chain and will therefore depend on dates that can be mutually agreed. If you have a preference for a particular completion date we will endeavour to meet that date but you should be aware that we are not able to insist on a particular date or influence other parties in the transaction which means that delays can arise which will be completely out of our control.

MORTGAGE/REMORTGAGE (EXCLUDING EQUITY RELEASE & TRANSFER OF EQUITY)

Our fees (plus VAT at 20%):

Value	Freehold - our Fees (plus VAT @20%)	Freehold - our Fees (inc. VAT @20%)
Up to £500,000	£1,500 - £2,000	£1,800.00 - £2,400.00 inc. VAT
£500,000 - £1m	£1,500 - £2,500	£1,800.00 - £3,000.00 inc. VAT
£1m - £2m	£2,000 - £3,000	£2,400.00 - £3,600.00 inc. VAT
Above £2m	£3,000 - £6,000	£3,600.00 - £7,200.00 inc. VAT

Value	Leasehold - our Fees (plus VAT @20%)	Leasehold - our Fees (inc. VAT @20%)
Up to £500,000	£1,500 - £2,250	£1,800.00 - £2,700.00 inc. VAT
£500,000 - £1m	£1,500 - £3,000	£1,800.00 - £3,600.00 inc. VAT
£1m - £2m	£2,500 - £4,000	£3,000.00 - £4,800.00 inc. VAT
Above £2m	£4,000 - £8,000	£4,800.00 - £9,600.00 inc. VAT

The amount of time spent on each stage of the process will depend on the complexity of the remortgage. Typically, this will involve:

- Complying with The Law Society and government regulations including client identification procedures and anti-money laundering procedures
- Obtaining a copy of the title from the Land Registry
- Arranging all necessary searches and considering the results
- Raising enquiries with landlord/managing agent (if applicable)
- Reviewing the title to the property

- Reviewing the new lender's mortgage instructions and complying with their requirements
- Reporting to the lender any issues that may affect the mortgage offer
- Explaining the terms of the new mortgage to you
- Arranging for the mortgage deed to be signed and witnessed
- Reporting to the lender on the property and requesting mortgage funds
- Carrying out pre-completion searches
- Obtaining a redemption statement from the current mortgage lender
- Preparing a financial statement of account to show the proceeds of remortgage
- Obtaining and receiving the mortgage funds from the new mortgage lender, repaying your current mortgage and accounting to you for the proceeds of the remortgage
- Registering the new mortgage at the Land Registry
- Providing you with the up-to-date Land Registry title once completed
- Dealing with lender's post completion form

Additional charges

- Search fees * – budget £600.00 - £900+ VAT at 20% (£720.00 - £1,080 inc. VAT)
- Electronic ID verification - £30 + VAT at 20% (£36 inc. VAT)
- Land Registry fee ([link to Land Registry fee calculator](#))
- Bank Transfer Administration Fee, per transfer - £40 + VAT at 20% (£48.00 inc. VAT)
- Fees payable to a Landlord and/or Management Company in respect of Notice of Transfer, Deed of Covenant etc
- Stamp Duty Land Tax ([link to Stamp Duty Land Tax calculator](#))
- Please note that the leasehold fees above do not cover matters where the Building Safety Act 2022 is relevant. We will need to provide additional fees and a bespoke quote for these matters

* Note the cost of searches varies depending on a number of factors i.e the property. location of property and local authority.

Our Residential Conveyancing Team

Below you can see the members of our residential conveyancing team. Regardless of who works on your matter, they will be supervised by Jonathan Rowe, Partner.

[Jennifer Irving](#)

[Jonathan Rowe](#)

[Lisa Connolly](#)

[Glen Webb](#)

[Ayla Clissold](#)

[Anna Dunn](#)

All fees are correct as of 1 April 2026