

Debt Recovery for businesses

This price information is for assistance in relation to the recovery of debts for businesses up to the value of £100,000.00.

Legal Fees and disbursements (Disbursements are costs related to your matter that are payable to third parties).

Debt value	Court Fee (disbursement)	Our legal fee
Up to £300.00	£25	Between £400 and £1500 plus VAT
£300-£500	£35	
£500-£1000	£60	
£1000-£1500	£70	
£1500-£3000	£105	
£3000-£5000	£185	
£5000-£10000	£410	
£10,001 to £50,000.00	5 % value of the claim	Between £2000 and £15,000 plus VAT
£50,001.00 to 100,000.00	5 % value of the claim	Between £15,000 and £35,000 plus VAT

Please also note the following:

- The VAT element of our fee cannot be reclaimed from your debtor.
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

What services does this fee include:

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending a letter before action
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default
- When Judgement in default is received, write to the other side to request payment
- If payment is not received, providing you with advice on next steps and likely costs.

Please note that the fees quoted above do not include the costs of enforcing the Judgement.

Debt Recovery for businesses

The experience of the people who may carry out the work for you:	We provide links to existing profiles on our Website.
The typical timescales.	<ul style="list-style-type: none">• Matters usually take between 10-52 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgement in default. <p>If enforcement action is needed, the matter will take longer to resolve.</p>

Employment Tribunal

EMPLOYEE

This price information is for assistance in relation to claims for unfair or wrongful dismissal.

<p>Legal Fees and Disbursements:</p> <p>Note: Disbursements are costs related to your matter that are payable to third parties.</p>	<p>Fees are charged on a private paying basis and will usually vary depending on the complexity of the matter.</p> <p>Simple case: Average fees are between £500 and £750 (excluding VAT)</p> <p>Medium complexity case: Average fees are between £700 and £1500 (excluding VAT)</p> <p>High complexity case: Average fees are between £1500 and £2000 (excluding VAT)</p> <p>Factors that may affect the complexity of the case include:</p> <ul style="list-style-type: none">• If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim• Making or defending a costs application• Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)• The number of witnesses and documents• If it is an automatic unfair dismissal claim e.g. if there has been a dismissal after blowing the whistle on the employer• Allegations of discrimination which are linked to the dismissal <p>There will be an additional charge for attending a Tribunal Hearing of £500 per day (excluding VAT). Generally, we would anticipate between 1-3 days depending on the complexity of the case.</p> <p>For some types of matter we will consider acting for you on the basis of a damages based agreement. This is a type of agreement that enables us to be paid for the legal work we undertake out of any damages you receive in the event that your claim is successful. There is a cap on the amount of damages that we can agree with you to take. This is currently 35% of the damages but we may agree a percentage deduction set lower than this amount.</p> <p>Before agreeing to act for you on a private basis, we will discuss with you whether there are other means of funding this matter. It is important that you explore whether you have any insurance policies, trade union or affinity memberships that may provide funding for this type of claim.</p> <p>Before you instruct us to act for you, we will send a letter to you setting out the basis of how we will be charging you.</p>
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Employment Tribunal

	<p>Likely disbursements will be:</p> <p>Counsel's fees estimated between £500 to 1000per day (depending on the experience of the advocate) for attending a Tribunal Hearing (including preparation).</p>
<p>What services does this fee include:</p>	<p>The following steps are included:</p> <ul style="list-style-type: none"> •Taking your initial instructions, reviewing the papers and advising you on merits and the likely compensation (this is likely to be revisited throughout the matter and subject to change) •Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached; •Preparing your claim •Reviewing and advising on claim or response from other party •Exploring settlement and negotiating settlement throughout the process •Preparing or considering a schedule of loss •Preparing for (and attending) a Preliminary Hearing •Exchanging documents with the other party and agreeing a bundle of documents •Taking witness statements, drafting statements and agreeing their content with witnesses •Preparing bundle of documents that we will rely on at the hearing •Reviewing and advising on the other party's witness statements •agreeing a list of issues, a chronology and/or cast list •Preparation and attendance at Final Hearing, including instructions to Counsel <p>Potential additional costs may be charged for:</p> <ul style="list-style-type: none"> • Other claims that may be brought (for example a claim for sexual or disability discrimination against your employer)
<p>The experience of the people who may carry out the work for you:</p>	<p>We provide links to existing profile on this Website.</p>
<p>The typical timescales and key stages of the matter</p>	<ul style="list-style-type: none"> • The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 4-12 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 13-26 weeks. This is an estimate only and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Employment Tribunal

EMPLOYER

This price information is for assistance in relation to claims for unfair or wrongful dismissal.

<p>Legal Fees and Disbursements:</p> <p>Note: Disbursements are costs related to your matter that are payable to third parties.</p>	<p>Fees are charged on a private paying basis and will usually vary depending on the complexity of the matter.</p> <p>Simple case: Average fees are between £500 and £750 (excluding VAT)</p> <p>Medium complexity case: Average fees are between £750 and £1500(excluding VAT)</p> <p>High complexity case: Average fees are between £1500and £2500 (excluding VAT)</p> <p>Factors that may affect the complexity of the case include:</p> <ul style="list-style-type: none">•If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim•Making or defending a costs application•Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)•The number of witnesses and documents•If it is an automatic unfair dismissal claim e.g. if there has been a dismissal after blowing the whistle on the employer•Allegations of discrimination which are linked to the dismissal <p>There will be an additional charge for attending a Tribunal Hearing of £500 per day (excluding VAT). Generally, we would anticipate between 1-3 days depending on the complexity of the case.</p> <p>Before agreeing to act for you on a private basis, we will discuss with you whether there are other means of funding this matter. It is important that you explore whether you have any insurance policies or affinity memberships that may provide funding for this type of claim.</p> <p>Before you instruct us to act for you we will send a letter to you setting out the basis of how we will be charging you.</p> <p>Likely disbursements will be:</p> <p>Counsel's fees estimated between £500 to 1000 per day (depending on the experience of the advocate) for attending a Tribunal Hearing (including preparation).</p>
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Employment Tribunal

<p>What services does this fee include:</p>	<p>The following steps are included:</p> <ul style="list-style-type: none"> • Taking your initial instructions, reviewing the papers and advising you on the merits of the claim • Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached; • Preparing your defence to the claim • Exploring settlement and negotiating settlement throughout the process • Considering the schedule of loss • Preparing for (and attending) a Preliminary Hearing • Exchanging documents with the other party and agreeing a bundle of documents • Taking witness statements, drafting statements and agreeing their content with witnesses • Preparing bundle of documents that we will rely on at the hearing • Reviewing and advising on the other party's witness statements • Agreeing a list of issues, a chronology and/or cast list • Preparation and attendance at Final Hearing, including instructions to Counsel <p>Potential additional costs may be charged for:</p> <ul style="list-style-type: none"> • Other claims that may be brought (for example a claim for sexual or disability discrimination against your employer)
<p>The experience of the people who may carry out the work for you:</p>	<p>We provide links to existing profile on our Website.</p>
<p>The typical timescales and key stages of the matter:</p>	<ul style="list-style-type: none"> • The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, the case is likely to take 4-12 weeks. If the claim proceeds to a Final Hearing, your case is likely to take 13-26 weeks. This is an estimate only and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Motoring Offences

This price information is for assistance in relation to summary only motoring offences under Part I of the Road Traffic Act 1988 and s89 of the Road Traffic Regulation Act 1984.

<p>Legal Fees and Disbursements:</p> <p>Note: Disbursements are costs related to your matter that are payable to third parties.</p>	<p>Fixed fees vary between £250 and £600 plus VAT.</p> <p>The lower range of the fee will be for when we anticipate up to 2 hours of preparation and attendance.</p>
<p>What services does this fee include:</p>	<p>The following steps are included:</p> <ul style="list-style-type: none"> • Considering the evidence against you • Providing advice in relation to a plea and likely sentence • Where we cannot anticipate the likely sentence, advice to you on the options available to the court in relation to sentencing • Where appropriate, advice on whether an exceptional hardship, or special reasons argument should be made • Representation at a single hearing <p>Potential additional costs may be charged for:</p> <ul style="list-style-type: none"> • The instruction of any expert witnesses • Taking statements from any witnesses • Advice and assistance in relation to a special reasons hearing • Advice or assistance in relation to any appeal
<p>The experience of the people who may carry out the work for you:</p>	<p>We provide links to existing profiles on our Website.</p>
<p>The typical timescales and key stages of the purchase transaction</p>	<ul style="list-style-type: none"> • Meet with you to provide instructions on what happened. • We will consider initial disclosure and any other evidence and provide advice. • Arranging to take any witness statements if necessary (this will have an additional cost, of £2000). • We will explain the court procedure to you so you know what to expect on the day of your hearing, and the sentencing options available to the court. • We will conduct any further preparatory work, obtain further instructions from you if necessary and answer any follow up queries you have. • We cannot provide a timescale of when your hearing will take place, as this depends on the court listing for that day. • We will attend court on the day and meet with you before going before the court. We anticipate being at court for up to half a day. • We will discuss the outcome with you. If advice is required on appeal, this will carry an additional cost.

Probate

1. Probate – hourly rate with range of costs

The exact cost for the Probate work we undertake will depend ultimately on the individual circumstances of the matter. For example, if the estate is not complicated and for example, there is only one beneficiary and no property and limited assets to collect, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts and other assets the costs will be at the higher end.

This information about the costs is for estates where:

- There is a valid will
- There is no more than one property
- There are no intangible assets
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate and the estate does not include:

A business, farms, farmhouses or farmland, an interest in another estate, loans or mortgages payable to the deceased, foreign assets, assets held in trust, national Heritage assets or unlisted stocks and shares and control holdings.

<p>Legal Fees and Disbursements:</p> <p>Note: Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.</p>	<p>Applying for the grant, collecting and distributing the assets:</p> <p>This work will usually take between 12.5 and 25 hours work at between £177 and £201 per hour. The range of hourly rates applied will vary according to the seniority and qualifications of the people handling the probate. The fees could therefore be between £2500 and £3500 plus VAT</p> <p>So for example, if the work takes 10 hours to complete and the hourly rate of the person, handling the matter is £177 to £201, the legal fee charged will be £1,770.00 to £2,010.00 plus VAT.</p>
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	<p>When you instruct us we will send a letter to you setting out the basis upon which we will charge our fees.</p> <p>Possible Disbursements:</p> <ul style="list-style-type: none"> • Probate application fee of £155 • £7 Swearing of the oath (per executor) • Bankruptcy-only Land Charges Department searches (£2 per adult beneficiary) • Approx £ 170 Post in The London Gazette & in local newspaper – Protects against unexpected claims from unknown creditors.
<p>What services does this fee include:</p>	<p>The following steps are included:</p> <ul style="list-style-type: none"> • Identify the legally appointed executors or administrators and beneficiaries and establish the extent of the estate by identifying the various assets and liabilities • Prepare the Grant of Probate and have it sworn by the executor(s) and submitted to the appropriate Probate Registry together with the Will, if there is one • Once the Grant is received from the Probate Registry it is submitted to the various organisations with which assets are held in order to secure the release of or the sale of the assets. <ul style="list-style-type: none"> • All estate liabilities have to be paid before the estate can be distributed among the beneficiaries; • Confirming that tax is paid up to date and there are no outstanding HMRC claims; • Preparation of the Estate accounts and distribution of the estate in accordance with the terms of the Will. <p>Potential additional costs include:</p> <ul style="list-style-type: none"> • If there is no will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs that could range significantly depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information. • If any additional copies of the grant are required, they will each cost 50p (1 per asset usually). • Dealing with the sale or transfer of any property in the estate is not included.
<p>The experience of the people who may carry out the work for you:</p>	<p>We provide links to existing profiles on our Website.</p>
<p>The typical timescales and key stages of the purchase transaction</p>	<p>Typically, obtaining the grant of probate can take between 2- 6 months.</p> <p>On average, estates that fall within this range are dealt with to conclusion within 9-12 months.</p>

Law Society Guidelines on Bills (probate):

Where appropriate, charges may consist of two elements:

(a) Hourly rate This should be an inclusive figure incorporating the fee earner's expense rate and any appropriate care and conduct uplift.

(b) Value element Account may be taken of the value of the Assets in the estate. In calculating the value element of the charge, the following approach may be helpful:

Consider the value, nature and number of assets:

It is usual to divide the estate (i.e. total value of the assets left after death) into two parts:

(i) The Deceased's residence The value of the deceased's home, or as much of it as he or she owned, if it was shared with another person. For example, where the property is jointly owned, the value is reduced by half.

(ii) Value of rest of the estate

Apply an appropriate percentage:

An appropriate percentage should be considered in the light of the circumstances of the case but the following may be helpful.

- **Solicitor not acting as executor**
Value of gross estate less residence 1%
Value of residence 0.5%
- **Solicitors acting as sole executor or joint executor with another person**
Value of gross estate less residence 1.5%
Value of residence 0.75%

The final figure should always be reviewed to ensure that the charges are fair and reasonable having regard to all circumstances.

High value estates:

When dealing with high value estates, consideration should be given to reducing the value element percentage charged in order to ensure that the overall level of charge is fair and reasonable. For general guidance on this point, see the case of **Jemma Trust v Liptrott [2003] EWCA Civ 1476**. The Court Appeal suggested an appropriate charging regime as set out in Appendix 3.

The Court of Appeal further noted that in the appropriate circumstances a regressive scale may need to be applied to the value element relating to the principle residence.

It is for practitioners to exercise their professional judgement as to whether or not to apply a value element when charging for the administration of an estate.

Residential Conveyancing

1. Freehold Sale
2. Freehold Purchase
3. Leasehold Sale
4. Leasehold Purchase
5. Mortgages and Remortgages

1. Purchase of Freehold Property - Our fees cover all of the legal work required to complete the purchase of the property, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

The information is based on a number of assumptions and particular the fee assumes that:

- **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**
- **The transaction is concluded in a timely manner and no unforeseen complication arise**
- **All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation**
- **No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.**

There may be circumstances when other costs may be incurred due to particular circumstances of your particular transaction but we will advise you if this becomes the case and will tell you about any additional costs when the arise: -

<p>Conveyancing Legal Fees and Disbursements:</p> <p>Note: 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.</p>	<table border="1"> <thead> <tr> <th data-bbox="770 197 1384 233">Property Value</th> <th data-bbox="1397 197 2011 233">Fees and Disbursements</th> </tr> </thead> <tbody> <tr> <td data-bbox="770 237 1384 448">£0 to £150,000</td> <td data-bbox="1397 237 2011 448"> <ul style="list-style-type: none"> •Legal fee £450-£525 •Search fees £210 •HM Land Registry fee £20-£95 •Electronic money transfer fee £30 •VAT payable £90-£105 •Subtotal £800-£965 </td> </tr> <tr> <td data-bbox="770 453 1384 663">£150,000 to £300,000</td> <td data-bbox="1397 453 2011 663"> <ul style="list-style-type: none"> •Legal fee £475-£575 •Search fees £210 •HM Land Registry fee £95-£135 •Electronic money transfer fee £30 •VAT payable £95-£115 • Subtotal £905-£1065 </td> </tr> <tr> <td data-bbox="770 668 1384 879">£300,000 to £500,000</td> <td data-bbox="1397 668 2011 879"> <ul style="list-style-type: none"> •Legal fee £500-£625 •Search fees £210 •HM Land Registry fee £135 •Electronic money transfer fee £30 •VAT payable £100-£125 • Subtotal £975-£1125 </td> </tr> <tr> <td data-bbox="770 884 1384 1094">£500,000 To £1,000,000</td> <td data-bbox="1397 884 2011 1094"> <ul style="list-style-type: none"> •Legal fee £650-£750 •Search fees £210 •HM Land Registry fee £270 •Electronic money transfer fee £30 •VAT payable £130-£150 • Subtotal £1295-£1410 </td> </tr> </tbody> </table>	Property Value	Fees and Disbursements	£0 to £150,000	<ul style="list-style-type: none"> •Legal fee £450-£525 •Search fees £210 •HM Land Registry fee £20-£95 •Electronic money transfer fee £30 •VAT payable £90-£105 •Subtotal £800-£965 	£150,000 to £300,000	<ul style="list-style-type: none"> •Legal fee £475-£575 •Search fees £210 •HM Land Registry fee £95-£135 •Electronic money transfer fee £30 •VAT payable £95-£115 • Subtotal £905-£1065 	£300,000 to £500,000	<ul style="list-style-type: none"> •Legal fee £500-£625 •Search fees £210 •HM Land Registry fee £135 •Electronic money transfer fee £30 •VAT payable £100-£125 • Subtotal £975-£1125 	£500,000 To £1,000,000	<ul style="list-style-type: none"> •Legal fee £650-£750 •Search fees £210 •HM Land Registry fee £270 •Electronic money transfer fee £30 •VAT payable £130-£150 • Subtotal £1295-£1410 	
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<p>Stamp Duty or Land Tax</p>	<p>You will also have to pay Stamp Duty or Land Tax. The amount depends on the purchase price of your property and whether you own any other properties. You can calculate the amount you will need to pay by using HMRC's website https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#/intro or if the property is located in Wales by using the Welsh Revenue Authority's website https://beta.gov.wales/land-transaction-tax-calculator</p>											

<p>The typical timescales and key stages of the purchase transaction</p>	<p>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. On average the process takes between 8-12 weeks.</p> <p>Stages of the process</p> <p>The precise stages involved in the purchase of a residential property vary according to the circumstances but will typically include:</p> <ul style="list-style-type: none"> •Take your instructions and give you initial advice •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 •Send final contract to you for signature •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
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*** If Leasehold flat or apartment, an additional fee of £125 + vat will be payable in respect of additional work involved.**

*** Should your Mortgage be assisted by a Help to Buy Mortgage there will be additional Solicitor fee of £100 + vat due to increase levels of administrative work for transaction of this nature.**

*** Please also note that the following source of deposits will incur additional Solicitor fee of £50 + vat.**

1. Help to Buy

2. Life Time ISA

3. Forces Help to Buy

2. Sale of Freehold Property - Our fees covers all of the legal work required to complete the sale of the property based in England & Wales.

The information is based on a number of assumptions and particular the fee assumes that:

- 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
- The transaction is concluded in a timely manner and no unforeseen complication arise
- All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

There may be circumstances when other costs may be incurred due to particular circumstances of your particular transaction but we will advise you if this becomes the case and will tell you about any additional costs when the arise: -

Conveyancing Legal Fees and Disbursements:	Property Value	Fees and Disbursements
<p>Note: Disbursements are costs related to your matter that are payable to third parties. 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.</p>	£0 to £150,000	<ul style="list-style-type: none"> •Legal fee £400-£500 •Electronic money transfer fee £30 •VAT payable £80-£100 •Subtotal £510-£630 <p>Anticipated Disbursements* Office copy entries per title £6</p>
	£150,000 to £300,000	<ul style="list-style-type: none"> •Legal fee £450-£525 •Electronic money transfer fee £30 •VAT payable £90-£105 • Subtotal £570-£660 <p>Anticipated Disbursements* • Office copy entries per title £6</p>

<p>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.</p>	<p>£300,000 to £500,000</p>	<ul style="list-style-type: none"> • Legal fee £500-£550 • Electronic money transfer fee £30 • VAT payable £100-£110 • Subtotal £630-£690 <p>Anticipated Disbursements*</p> <ul style="list-style-type: none"> • Office copy entries per title £6 								
	<p>£500,000 To £1,000,000</p>	<ul style="list-style-type: none"> • Legal fee £600-£700 • Electronic money transfer fee £30 • VAT payable £120-£140 • Subtotal £750-£870 <p>Anticipated Disbursements*</p> <ul style="list-style-type: none"> • Office copy entries per title £6 								
<p>What happens if the transaction does not complete:</p>	<table border="1"> <thead> <tr> <th>STAGE</th> <th>% of our charge</th> </tr> </thead> <tbody> <tr> <td>Prior to draft documentation</td> <td>25%</td> </tr> <tr> <td>Upon commencement of drafting documentation or documents being received</td> <td>75%</td> </tr> <tr> <td>Upon finalising the draft documentation</td> <td>95%</td> </tr> </tbody> </table> <p>Plus disbursements incurred</p>		STAGE	% of our charge	Prior to draft documentation	25%	Upon commencement of drafting documentation or documents being received	75%	Upon finalising the draft documentation	95%
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<p>The typical timescales and key stages of the purchase transaction</p>	<p>How long it will take from the offer being accepted until you can move in to your house will depend on a number of factors. On average the process takes between 8-12 weeks.</p> <p>Stages of the process</p> <p>The precise stages involved in the purchase of a residential property vary according to the circumstances but will typically include:</p> <ul style="list-style-type: none"> • Take your instructions and give you initial advice • Advise on contract documents • Supplying information to you and those involved with the transaction; • Checking the title of the property you are selling; • Preparing documents, the sale contract and deeds relating to your sale; • Dealing with questions and enquiries raised by your buyer's Solicitors; • Reporting and providing information to you relating to the property you are selling; • Exchanging contracts, following any necessary negotiations on the terms; • Approving the transfer deed to the buyers; • Completing your sale and accounting to you for the proceeds or receiving from you any monies required to complete the sale; • Dealing with all post-completion matters, particularly repaying any outstanding mortgages or loans.
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*** If Leasehold flat or apartment, an additional fee of £125 + vat will be payable in respect of additional work involved.**

*** Should your Mortgage be assisted by a Help to Buy Mortgage there will be additional Solicitor fee of £100 + vat due to increase levels of administrative work for transaction of this nature.**

*** Please also note that the following source of deposits will incur additional Solicitor fee of £50 + vat.**

1. Help to Buy

2. Life Time ISA

3. Forces Help to Buy

3. **Mortgages and Remortgages** - A mortgage or re-mortgage occurs either when a mortgage is placed on a property which has no mortgage or you redeem the existing mortgage and transfer the mortgage to a new lender. The fees for our mortgage and remortgage price information apply only apply if you are using a mainstream or high Street Lender. If you have a mortgage offer with a non-mainstream lender, then our fees will be higher.

It is important to note that you cannot normally remortgage unless you have owned the property for a period of six months. If you wish the remortgage to go through within the six months period you must check with your lender as to whether this is possible.

The information is based on a number of assumptions and particular the fee assumes that:

- This is a standard transaction
- The transaction is concluded in a timely manner and no unforeseen complication arise
- All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

There may be circumstances when other costs may be incurred due to particular circumstances of your particular transaction but we will advise you if this becomes the case and will tell you about any additional costs when the arise.

Conveyancing Legal Fees and Disbursements:	Mortgage Value	Fees and Disbursements
<p>Note: Disbursements are costs related to your matter that are payable to third parties. 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.</p>	Up to £200,000	<ul style="list-style-type: none"> •Legal fee £300 •Electronic money transfer fee per transfer £30 •VAT payable £360 •Subtotal £390 <p>Anticipated Disbursements* Office copy entries per title £6</p>
	£200,000 to £500,000	<ul style="list-style-type: none"> •Legal fee £300-£400 •Electronic money transfer fee £30 •VAT payable £60-£80 •Subtotal £390-£510

<p>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.</p>	<p>£500,000 to £1,000,000</p>	<p>Anticipated Disbursements*</p> <ul style="list-style-type: none"> • Office copy entries per title £6 <p>• Legal fee £400</p> <p>• Electronic money transfer fee £30</p> <p>• VAT payable £80</p> <p>• Subtotal £510</p> <p>Anticipated Disbursements*</p> <ul style="list-style-type: none"> • Office copy entries per title £6 								
<p>What happens if the transaction does not complete:</p>	<table border="1" data-bbox="786 595 1845 887"> <thead> <tr> <th data-bbox="792 595 1581 659">STAGE</th> <th data-bbox="1581 595 1845 659">% of our charge</th> </tr> </thead> <tbody> <tr> <td data-bbox="792 659 1581 722">Prior to draft documentation</td> <td data-bbox="1581 659 1845 722">25%</td> </tr> <tr> <td data-bbox="792 722 1581 826">Upon commencement of drafting documentation or documents being received</td> <td data-bbox="1581 722 1845 826">75%</td> </tr> <tr> <td data-bbox="792 826 1581 887">Upon finalising the draft documentation</td> <td data-bbox="1581 826 1845 887">95%</td> </tr> </tbody> </table> <p>Plus disbursements incurred</p>		STAGE	% of our charge	Prior to draft documentation	25%	Upon commencement of drafting documentation or documents being received	75%	Upon finalising the draft documentation	95%
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Upon finalising the draft documentation	95%									
<p>The experience of the people who may carry out the work for you:</p>	<p>We provide links to existing profiles on our Website.</p>									
<p>The typical timescales and key stages of the purchase transaction</p>	<p>How long it will take from the offer being made until the remortgage is completed and registered will depend on a number of factors. On average the process takes between 4-6 weeks.</p> <p>It can be quicker or slower, depending on the parties involved.</p> <p>Stages of the process</p>									

The precise stages involved in the purchase of a residential property vary according to the circumstances but will typically include:

- Obtaining details from you as to the whereabouts of your Title Deeds (if applicable). If you have a mortgage on the property, it is likely that the title deeds will be with your lender. If this is the case, we will require the details of your lender as well as your account number.
- Investigating the title of the property and obtaining a redemption figure for your existing mortgage
- We may need to carry out a Local Authority Search. This will entirely depend upon whether your new lender requires a search to be undertaken
- Considering the mortgage company's instructions to us and considering the terms and conditions of your mortgage to ensure that they are complied with
- Preparing the mortgage and other documents and obtaining your signatures to them where appropriate
- Reporting to the mortgage company and obtaining the mortgage advance
- Completing the re-mortgage. This is the date when the old mortgage will be repaid and the new mortgage will commence.
- Registering the transaction at the Land Registry;
- Forwarding the title documents to the mortgage company and accounting to you for any money held on your behalf.