

Residential Conveyancing – Leasehold Sale
Service and Indicative Fees

Price of Property	£0 - £400,000	£400,001 - £750,000	£750,001 - £1,000,000	£1,000,000 +
Leasehold Sale	£950	£1,100	£1,200	0.2%

Indicative fees do not include VAT and are subject to complexities of individual cases

Additional Costs, Disbursements Charges (costs are approximate, do not include VAT and are subject to conditions of individual matters)	
Bank Transfer Fee	£30
Land Registry Official Copies of Documents	£3 for each of the Register and Plan but documents vary from £3 to £24

Disbursements

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

Our fees cover all of the work required to complete the sale of your freehold property, including dealing with the repayment of any mortgage.

Our fee assumes that:

- (a) This is a standard transaction and that no unforeseen matters arise, including (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) The transaction is concluded in a timely manner and no unforeseen complications arise
- (c) All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
- (d) No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Step by Step Guide to the Leasehold Sale Process:

- Take your instructions and give you initial advice
- Submit forms relating to the recent history of the Property and the current sale
- Submit forms to the Landlord or Managing Agents
- Obtain copy Land Registry documents including the Lease
- Prepare and submit contract documents

- Obtain planning documentation, guarantees and any other documents if required
- Submit Landlord/Managing Agent papers and information
- Give you advice on all documents and information submitted and required
- Deal with any additional enquires raised
- Send final contract to you for signature
- Draft Transfer
- Obtain pre-completion redemption statement
- Agree completion date (date from which you will sell the property)
- Exchange contracts and notify you that this has happened
- Prepare financial Statement including any apportionments (such as service charges)
- Complete sale
- Deal with settlement of any mortgage
- Deal with distribution of any balance of monies

Any abortive matters will be charged at the rate represented by the volume of work and time undertaken and of the stage of the transaction reached before matters became abortive, which will be communicated to you at the time that the transaction ceases.

If no estimated fee is given or there is an abortive charge or variation or change to be paid other than by fixed fee, the hourly rate charged by this firm is £250 per hour plus VAT.

The timescale for your property sale, from your offer being accepted until you can move in, will depend on a number of factors. The average process (subject to there being no complexities or unforeseen circumstances) takes between 6 and 8 weeks.