

## **GLP SOLICITORS (PENDLEBURY)**

### **LEGAL COSTS re: SALE OF A RESIDENTIAL PROPERTY**

It is probably the most significant transaction we make in our lives. Whether once in a lifetime, once every twenty years or more frequently, whatever the cost of the transaction, the buying and selling of residential property is both one of the most exciting but also one of the most stressful moments of all.

### **GLP SOLICITORS (PENDLEBURY) IS HERE TO HELP!**

**The type of work we undertake in the property department is very wide ranging including:**

- house sale and purchase
- residential leases
- transfers of equity
- acquisition sites for development and their subsequent plot sales
- auction sales
- first- time buyers
- mortgages and re-mortgages

**To minimise the perceived level of stress level occasionally felt by private buyers (and individuals representing corporate entities) we aim to ensure that transactions run as smoothly as possible, providing:**

- a high quality, prompt and efficient service
- a desire to keep all parties informed of progress
- personal care and attention
- appropriate legal advice coupled with practical guidance from an experience lawyer
- a balanced, pragmatic approach to handling the negotiations between solicitors

The firm's Head of Conveyancing, a Solicitor of 45 years standing, has oversight of your transaction and the Managing Partner, who joined the practice in 1988, shortly after it was found, both contribute to the conveyancing team. This includes our principal conveyancer who has been with the firm for now approaching three years following a long career in residential conveyancing.

The Pendlebury support team will liaise with you from-time-to-time, as and when appropriate to keep you up to date with developments.

The firm has consistently held the Law Society's Lexcel accreditation, from 2002 through to date and the Conveyancing Quality Scheme accreditation award from 2011, the year of its inception. Both are subject to annual review or renewal.

#### **SOLICITORS REGULATION AUTHORITY**

What follows is a new requirement from the Solicitors Regulation Authority, on behalf of the overarching Legal Services Board, to provide prospective clients with information about our costs in relation to specific legal services, including for residential property sales. Residential purchases and mortgages/re-mortgages are shown in a separate document.

The intention is to provide clients with a better understanding of what is involved, a view of the total cost and the steps needed to complete the process.

Our standard charges can be found on the accompanying pages, but as two sales transactions are never the same, it is essential that you obtain an accurate quotation once the particulars about the property and documents involved are known.

**Please ring GLP SOLICITORS (PENDLEBURY) on 0161 793 0901 to obtain a quote  
or to make an appointment.**

**Alternatively, please email: [pendleburyconveyancing@glplaw.com](mailto:pendleburyconveyancing@glplaw.com)**

# GLP SOLICITORS (PENDLEBURY)

## SALE OF A RESIDENTIAL PROPERTY

This is a brief outline of the various aspects of the work involved in selling your property:

### STANDARD PROCEDURES:

- obtaining Title to the property from the Land Registry, and other supporting papers and reviewing these documents, once received
- sending you standard property information and fittings & contents forms for completion and return
- preparing a draft contract and issuing it to the buyer's conveyancer
- liaising with the landlord/managing agents with regard to enquiries and their requirements on sale
- taking your instructions upon and replying to any additional enquiries
- attending to all related correspondence, telephone calls, faxes and emails
- providing you with the contract for signing
- confirming your instructions for exchange of contracts and completion.
- agreeing the form of the Transfer Deed
- preparing a Completion Statement
- completing the sale of the property
- paying off any mortgage loan and estate agents' commission

### ESTIMATED FEES AND DISBURSEMENTS

#### 1) PROFESSIONAL (LEGAL) FEES

Our standard fees for a typical house sale can be taken from the following table but these are dependent on the property location (primarily if in the 'home counties' around London), the particular circumstances of your transaction or if unregistered land is involved.

FREEHOLD – Sale Value		Professional Fee:			Professional Fee:
Up to	£125,000	£495.00 (plus VAT)	£400,001	£500,000	£850.00 (plus VAT)
125,001	£150,000	£550.00 (plus VAT)	£500,001	£600,000	£950.00 (plus VAT)
150,001	£175,000	£600.00 (plus VAT)	£600,001	£750,000	£1,050.00 (plus VAT)
200,001	£300,000	£650.00 (plus VAT)	£800,001	£1,000,000	£1,095.00 (plus VAT)
£300,001	£400,000	£750.00 (plus VAT)	£1,000,000 and over		£1,250.00 (plus VAT)

LEASEHOLD - Sale Value:					
Up to	£125,000	£560.00 (plus VAT)	£400,001	£500,000	£925.00 (plus VAT)
125,001	£150,000	£625.00 (plus VAT)	£500,001	£600,000	£1,025.00 (plus VAT)
150,001	£175,000	£675.00 (plus VAT)	£600,001	£800,000	£1,125.00 (plus VAT)
200,001	£300,000	£725.00 (plus VAT)	£800,001	£1,000,000	£1,170.00 (plus VAT)
£300,001	£400,000	£825.00 (plus VAT)	£1,000,000 and over		£1,325.00 (plus VAT)

These figures may vary in cases with special complications.

This is why we will always give you an individual cost estimate at the start of the transaction, taking into account the actual features of your purchase, including:

- Land Registry fee for title documentation, up to £20.00 plus VAT
- electronic money transfer fee , per transaction £15.00 plus VAT

## **ADDITIONAL ANTICIPATED DISBURSEMENTS FOR LEASEHOLD SALES \*\***

- Landlord's sale pack fee  
This fee if chargeable is set out in the lease. Often the fee is between £100 & 350 (plus VAT)
- Landlord's fee for dealing with information form/enquiries  
This fee if chargeable is set out in the lease. Often the fee is between £100 & £350 (plus VAT)
- Deed of Covenant fee  
This fee is provided by the management company for the property and can be difficult to estimate.  
Often the fee is between £50 & £350 (plus VAT).

*\*\*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 apportionment after exchange of contracts.

For the six months to November 2018, our average residential conveyancing fees for house sales (before solicitor's costs and disbursements) were £581 (plus VAT), ranging from £395 to £950 (plus VAT).

## **2) DISBURSEMENTS**

Disbursements, as defined for VAT purposes, are costs related to your matter that are payable to third parties, such as Land Registry fees and which do not add value to the legal work that we undertake on your behalf.

We handle the payment of the disbursements on your behalf to ensure a smoother process.

### **BY WAY OF EXAMPLE:**

For a sale of a registered freehold residential property at £250,000 with no complications and no mortgage:-

1. our professional fee	£650.00	£780.00	inc. VAT
2. electronic bank transfer fee to your account	£15.00	<u>£18.00</u>	inc. VAT
<b>3. TOTAL SOLICITORS FEES &amp; COSTS</b>		<b>£798.00</b>	
4. Land Registry charges for official copies of title documents		<u>£6.00</u>	
<b>5. ESTIMATED TOTAL (INCLUDING DISBURSEMENTS)</b>		<b><u>£6,404.00</u></b>	

### **OTHER CONSIDERATIONS**

Our estimates do not include any advice about the following aspects: -

- taxation issues
- matters relating to survey or the state and condition of the property
- division of sale proceeds between joint owners
- application of proceeds of sale for the purchase of another property which you may be buying with another person. the affordability, suitability or otherwise of any mortgage or loan you are obtaining
- aborted transactions: we reserve the right to charge a fee when a transaction is aborted.

We reserve the ability to charge extra if the transaction becomes out of the ordinary and demands additional time to resolve any problems, these are not limited to but could include:-

- defective title
- lengthy chain
- lack of planning documentation in your possession
- very short interval between exchange and completion or simultaneous exchange and completion
- dealing with unregistered title
- dealing with more than one registered title
- tenanted buy to let property
- dealing with third party lawyers
- corresponding with joint sellers individually
- drafting of each additional contract pack for a contract race
- arranging conveyancing indemnity policy

- drafting statutory declaration
- drafting declaration of trust
- advising adult occupier required to sign consent form for lender
- acting on behalf of the mortgage lender
- shared ownership lease
- help to buy aspects
- leasehold properties only
- dealing with deed of variation of lease
- sale/transfer of freehold
- dealing with Deed of Covenant/Licence to Assign
- dealing with service charge retention

We will always advise you immediately about any complication and discuss the potential impact on price before any additional charges are incurred.

### **HOW LONG WILL MY HOUSE SALE 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 to 8 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are selling to a first-time buyer, it could take 8 weeks.

However, if you are selling a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 4 months. In such, a situation additional charges would apply.

It may also depend on a range on anti-money laundering checks that we, other solicitors and the banks involved in the transaction are obliged by law to undertake, both in terms of a client's identity and also the source of funds.

From-time-to-time, for the purpose of anti-money laundering legislation and banking regulations, an electronic payment may be held by a payer or payee bank whilst in the process of transmission and which may delay completion. Should this occur, we may be unaware of the reason but we will be working with the banks to try to resolve whatever issue that they may have encountered.

### **CONTACT OUR PENDLEBURY OFFICE TODAY WITHOUT OBLIGATION:**

Either telephone us on 0161 793 0901 or send an email to: [pendleburyconveyancing@glplaw.com](mailto:pendleburyconveyancing@glplaw.com)

### **USEFUL WEBSITES:**

- GLP (Pendlebury) [www.glplaw.com/pendlebury](http://www.glplaw.com/pendlebury)
- Stamp Duty Calculator <https://www.tax.service.gov.uk/calculate-stamp-duty-land-tax/#/intro>
- Land Registry Fees: <http://landregistry.data.gov.uk/fees-calculator.html>
- Law Society CQS: <https://www.lawsociety.org.uk/support-services/accreditation/conveyancing-quality-scheme/>