



Additional Fee List

Additional charges may be applicable for work and services required over and above the standard legal procedures in a conveyancing transaction.

If we are aware of these at the outset we endeavour to include them in our estimate of charges. Sometimes, however, it only becomes apparent during a transaction that additional work will be required. Any additional work will be discussed with you in detail before any costs are incurred on top of your Conveyancing Estimate. Please note all fees listed are subject to VAT.

Additional work	Fee
Appointment of a second Trustee to give a valid receipt (to include ID verification)	£75.00
Auction Property Supplement-if you are purchasing a property at auction	£150.00
Arranging Indemnity Insurance - If a standard indemnity insurance policy is required, this is the fee for each policy	£25.00
BACS Transfer	£15.00
Certificate of Compliance – if the property is subject to a restriction and a certificate is required	£50.00
Cheques returned unpaid or cheques stopped at client's request	£10.00
Completing and filing Inland Revenue SDLT1 Form	£30.00
Contract races, sale or purchase	£195.00
Data Protection Act 1998 – access to personal data	£10.00
Dealing with additional piece of land – if the property being purchased or sold includes an additional piece of land with a separate title number. This is the fee for each additional title.	£75.00 + additional registration fee



Dealing with adverse Environmental Search Result	£50.00
Dealing with Buy to Let Mortgage	£50.00
Dealing with Defective Title - after reading the title deeds and documents it may become apparent that the title to the property is defective in some way e.g. faulty description/incorrect plan/ lower class of title etc.	Hourly rate of £135.00 + disbursements
Dealing with a Gift (equity gift or gifted deposit)	£75.00
Dealing with matrimonial lawyers	£75.00
Dealing with third party lawyers	£100.00
Dealing with Separate Representation Lawyer	£75.00
Dealing with Mortgage	£50.00
Second charge or subsequent charge – If you are borrowing money from more than one lender and each lender requires a mortgage, this is the fee for the second and each subsequent mortgage	£150.00
Deed of Consent to Mortgage (purchase and remortgage) If you are purchasing with a mortgage your lender will require any person 17 years old and over who is not a party to the loan to sign a form to waive/postpone their rights	£50.00
Deed of Covenant – This is the charge for preparing each deed and generally applies to Leasehold properties	£75.00
Deeds of Guarantee – Lenders may ask us to deal with a separate or collateral guarantee	£150.00



Deed of Grant of Easement or variation of rights	£300.00
Deed of Mutual Covenant - Flying Freehold	£150.00
Deed of Postponement -If there are to be more than one charge on the title we must liaise with the lender and deal with all their requirements	£250.00
Declarations of Trust	Private Client Department
Discharge of additional registered charges - This fee is payable for the discharge of each additional registered charge	£30.00
Drafting Assured/Shorthold Tenancy If you require us to prepare an Assured Short Hold Tenancy Agreement	£195.00
Drafting Declaration of Solvency	£50.00
Electronic ID verification each client – Our administration charge for ID verification	£10.00
Electronic Registration Administration fee	£15.00
First registration - If the property is not registered at the Land Registry	£150.00 + additional registration fees
Freeholds with Management Company or rent charge	£50.00
Freehold Purchase with additional Leasehold Title	£75.00
Help to Buy Equity Loan - If you are buying a property using the Government's Help to Buy scheme	£195.00
Help to Buy ISA to obtain the bonus payment	£50.00
Islamic Mortgages (Purchase only) Our administration charge if you are purchasing a property with an Islamic Mortgages.	£250.00
Key undertakings	£75.00
Leasehold Title – If the property is leasehold but we did not know of this when we estimated our charges (50% discount will apply if the property is a house held on a long lease). This does not include any other third party fees	£195.00



Lease Extension or Variation (Approval) If the lease being transferred needs to be extended. This does not include third party costs	£100.00
Lease Extension or Variation (Creation) If the lease being transferred needs to be extended. This does not include third party costs	£295.00
Licence to Assign - If a licence is required before a leasehold property can be transferred, this is our standard fee and does not include any other party's legal costs	£150.00
Limited Company Matters – If the transaction is proceeding with a Limited Company as client	£150.00
Long Service Advance of Pay/ Forces Help to Buy Dealing with finances/correspondence to lender/promissory note.	£95.00
Merger of Leasehold and Freehold titles	£75.00
Newbuild purchase – If the property is newly built and we did not know about this when we provided our estimate	£195.00
Obscure Lender – If your lender is not a high-street bank or building society this fee could apply	£95.00
Powers of Attorney – If the property is being sold under an existing power of attorney	£95.00



Probate – If the seller is an executor or similar	£50.00
Purchase of a share of the Freehold Title when purchasing a leasehold flat	£75.00
Purchase of Freehold Reversion - If a leaseholder acquires the freehold reversion	£125.00
Purchase of a Repossessed Property	£95.00
Redeeming a Help to Buy Equity Loan	£125.00
Removal of second & subsequent charges (sale only)	£30.00
Removal or dealing with a Restriction, Caution or Notice on a registered title	£95.00
Retentions – If you instruct us to agree a service charge or other retention clause in the contract & includes holding the same in our client account	£120.00
Right to Buy supplement – If you are purchasing from the Local Authority or Housing Association	£150.00
Secure electronic transmission of funds within the UK for redemption of mortgages, payments to third parties (e.g. HM Revenue & Customs for payment of Stamp Duty Land Tax), or sending surplus funds to you, per transfer	£30.00
Search result issues requiring further investigation	£25.00
Shared Ownership/ Housing Association Property Surcharge	£295.00
Solar Panels – if the property has a solar panel lease	£120.00
Statutory Declarations/ Statement of Truth - If a statutory declaration or statement of truth has to be prepared or approved by us, this is the fee for each declaration/statement	£90.00



Telegraphic Transfer Fee (CHAPS) – Our estimates generally include all anticipated money transfer charges, this is the fee for any additional money transfers you

£30.00

Tenanted – If the property is tenanted, this is our basic fee for each tenancy agreement and includes assessment of any tenancy deposit schemes and obtaining rent authority letter

£75.00

Third party representation – Usually this will be for parties who are being removed from a property

£125.00

Transfer of Legal Aid Charge

£175.00

Transfer of Part (sale only) if the property is only part of a registered title

£195.00

Underpaid Postage Administration Fee plus the amount of postage paid to receive the post

£95.00

Unrepresented Party - If another party to the transaction is not represented by a qualified conveyancer

£75.00

Upgrading a Legal Title - If the property title is upgraded at the Land Registry

£50.00

Verifying identification for non-UK residents per person If your identification documents are issued outside of the UK or you cannot provide a satisfactory UK address

£95.00

Voluntary registration – If we have to apply to register title before a sale

£120.00
+ additional
registration fees

Any other work not list will be charged at our hourly rate plus disbursements

£135.00

