

RESIDENTIAL CONVEYANCING PRICING GUIDE

Previously, our fees were charged on an hourly basis within the published ranges. We have now moved to fixed conveyancing fees based on the property price, exclusive of VAT at 20% and disbursements.

SALES

PROPERTY PRICE	FREEHOLD	LEASEHOLD
Up to £500,000.00	£1,750.00	£2,250.00
£500,001.00 to £750,000.00	£2,000.00	£2,500.00
£750,001.00 to £1,000,000.00	£2,300.00	£2,750.00
£1,000,000.00 to £1,250,000.00	£2,750.00	£3,000.00
£1,250,001 to £1,500,000.00	£3,200.00	£3,500.00
£1,500,001 and higher	0.25%	£0.25%

PURCHASE (WITHOUT A MORTGAGE)

PROPERTY PRICE	FREEHOLD	LEASEHOLD
Up to £500,000.00	£1,950.00	£2,500.00
£500,001 to £750,000.00	£2,200.00	£2,700.00
£750,001 to £1,000,000.00	£2,400.00	£3,200.00
£1,000,001 to £1,250,000.00	£3,000.00	£4,000.00
£1,250,001 to £1,500,000.00	£3,800.00	£5,000.00
£1,500,001 and above	0.30%	0.30%

ANTICIPATED DISBURSEMENTS DEPENDENT ON THE TRANSACTION

TRANSACTION		
ALL	ID checks per person	£30.00 plus VAT
ALL	Bank charges per transaction	£30.00 plus VAT
ALL	Bankruptcy Search per person	£7.00 plus VAT
ALL	Official Copies from the Land Registry per document	£7.00 plus VAT
Sales	Management Pack	Ranges from £200 to £700 plus VAT

Purchases	Stamp Duty Land Tax	To be confirmed – dependent on purchase price and circumstances
Purchases	Land Registry Registration fee	To be confirmed – dependent on purchase price
Purchases	Search fees	Approximately £400.00 to £500.00

Whether you are buying or selling your property, or simply considering your options, our reliable, professional, and friendly team is here to help. We are committed to supporting your property needs with clear advice and a personal service tailored to you.

Our conveyancing services are not limited to property sales and cash purchases. We also offer a range of additional conveyancing services, with pricing and further details available upon request.

Why not give us a call today to discuss your requirements and find out how we can assist you

CONVEYANCING JARGON BUSTER

Conveyancing correspondence and documents contain legal jargon which can appear confusing and intimidating. This jargon buster explains common words and documents you may see when buying or selling a home in England and Wales.

- **Agreement in Principle (AIP) / Decision in Principle (DIP):** An indication from a lender of how much they may be willing to lend you, subject to further checks and a valuation.
- **AML / ID checks:** Anti-money laundering checks your solicitor must carry out to verify your identity and, in many cases, where your funds come from.
- **Apportionment:** A split of running costs (often leasehold service charge and ground rent) between buyer and seller as at the completion date.
- **Assignment:** A transfer of a lease from one tenant (the seller) to another (the buyer).
- **Boundary:** The legal extent of the property. Title plans show general boundaries, but they may not show the exact line on the ground.
- **Building regulations / completion certificate:** Evidence that certain building work met required standards and was signed off by Building Control.
- **Buyer Beware :** or *caveat emptor* is a principle of UK law that buyers have a responsibility to inspect the property thoroughly, identify any physical or legal defects, and to notify their solicitor before exchange of contracts.
- **Chain:** A linked set of transactions where one sale/purchase depends on another completing.
- **Charge (legal charge):** A lender's security over a property (your mortgage). It is registered at HM Land Registry.
- **Completion:** The day the purchase money is paid and ownership changes hands (and keys are released).
- **Completion statement:** A financial breakdown showing what is due (purchase price balance, Stamp Duty, fees, disbursements and any apportionments).
- **Contract pack / draft contract:** The initial bundle sent by the seller's solicitor to the buyer's solicitor (draft contract, title documents and property forms).
- **Covenant:** A promise in a deed or lease to do (positive) or not do (restrictive) something. Covenants can affect how you use the property.
- **Deposit:** Money paid on exchange (often 10%, but it can vary) to secure the transaction.
- **Disbursements:** Third-party costs your solicitor pays on your behalf (for example, searches and Land Registry fees).

- **Easement:** A right over someone else's land (for example, a right of way, rights for services/drainage). These are often shown on the title and can require registration.
- **Enquiries (pre-contract enquiries):** Questions the buyer's solicitor raises about the property, the title and the forms/searches/survey findings.
- **Exchange of contracts:** The point the sale becomes legally binding. The completion date is fixed and the deposit is paid.
- **Freehold:** Ownership of the property and land for an unlimited period (subject to any rights, covenants or restrictions).
- **Fittings and contents (TA10):** A standard form confirming what the seller is leaving (fixtures/fittings and other items).
- **Fixtures vs chattels:** Fixtures are items fixed to the property (often included), while chattels are moveable items (often excluded unless agreed). The TA10 form clarifies what's included.
- **Gazumping / gazundering:** Gazumping is when a seller accepts a higher offer after accepting yours; gazundering is when a buyer reduces their offer late in the process. In England and Wales, this can happen until exchange.
- **Ground rent:** A rent payable under a lease (usually for leasehold flats, sometimes houses).
- **HM Land Registry (title register/title plan):** The official record of registered ownership. "Official copies" are the Land Registry's copies of the title register and plan.
- **Indemnity insurance:** An insurance policy used to manage certain legal risks (for example, missing permissions or title defects) where fixing the issue is not practical.
- **Joint tenants / tenants in common:** Ways of owning property jointly. Joint tenants own the whole together and the property passes automatically to the survivor; tenants in common each own a share that is not automatically left to the survivor, unless bequeathed in their Will.
- **Lease / leasehold:** Ownership for a fixed term granted by a landlord (freeholder). The lease sets out rights and obligations, including service charge and ground rent.
- **Local authority search:** A search revealing matters such as planning/building control history, road adoption and certain local land charges.
- **Management information pack:** Leasehold information provided by the managing agent/freeholder (often includes service charge accounts, buildings insurance and planned works). It can take time to obtain.
- **Memorandum of sale:** A document issued by the estate agent confirming the agreed price and the parties' details, sent to both solicitors.
- **Mortgage offer:** The lender's formal offer of the loan, issued once underwriting and valuation requirements are met.

- **Redemption statement:** A mortgage statement from a lender showing how much is required to redeem the mortgage on completion.
- **Registered Land :** The Property is “registered” by an electronic title register at the Land Registry by recording the previous, often ancient “deeds” that existed for the property.
- **Report on title:** Your solicitor’s summary of the key legal points and any risks before you exchange contracts.
- **Searches:** Checks your solicitor orders (often local authority, water & drainage and environmental) to identify risks affecting the property.
- **Service charge:** A contribution (usually leasehold) towards building/estate costs such as insurance, repairs and management.
- **Stamp Duty Land Tax (SDLT):** A tax payable to HMRC within 14 days from completion, which may be payable when buying property in England and Northern Ireland.
- **Title / title defects:** “Title” means legal ownership and the rights/obligations affecting the property. A “defect” is a legal issue that could affect use, value or saleability, for example, a missing colour plan from a deed.
- **Transfer deed (TR1):** The main document that transfers ownership from seller to buyer.
- **Undertaking:** A solicitor’s binding promise to do something (for example, to redeem a mortgage from the sale proceeds).

A GUIDE TO SELLING YOUR PROPERTY

This guide explains the usual conveyancing process of selling a residential property in England and Wales, from accepting an offer through to completion. Timescales vary, especially where there is a chain, and understanding the stages helps you prepare and avoid delays.

Step-by-step: the conveyancing process when you sell

1. **Accept an offer and instruct a conveyancer/solicitor.** Once your offer is accepted, we will open the file, carry out ID checks, and confirm the fee estimate, scope of work and terms of business in our client care letter.
2. **Complete the property forms and gather documents.** You will usually be asked to complete standard forms such as the Property Information Form (TA6) and the Fittings and Contents Form (TA10). For leasehold sales, a Leasehold Information Form (TA7) is required. A Management Pack will need to be ordered from the Management Company.
3. **Draft contract pack is issued to the buyer's solicitor.** Your solicitor obtains official copies of the title and plan, prepares the draft contract and supporting documents, and sends the contract pack to the buyer's solicitor.
4. **Enquiries are raised and answered.** The buyer's solicitor reviews the paperwork, orders their property searches and raises additional enquiries. You may need to provide clarification and supporting evidence (for example, guarantees, planning/building regulation paperwork, or details of any disputes).
5. **Agree a completion date and exchange contracts.** When both sides are ready (and the buyer has funding in place), contracts are exchanged. Exchange makes the transaction legally binding and fixes the completion date.
6. **Between exchange and completion.** You sign the contract and transfer deed (usually a TR1) and your solicitor requests a mortgage redemption statement (if you have a mortgage). You arrange removals, meter readings, and confirm key handover arrangements.
7. **Completion day.** The buyer's money is transferred to your solicitor, keys are released (often via the estate agent), and you move out. Your solicitor repays any mortgage, pays the estate agent (if instructed), and accounts to you for the sale proceeds.
8. **After completion.** The buyer's solicitor deals with registration at HM Land Registry. Your solicitor will provide final statements and confirm that any mortgage has been redeemed.

What you can do to help the sale run smoothly

- **Instruct your solicitor early.** Ideally, do this when you put the property on the market so the paperwork can be prepared before you accept an offer.
- **Locate key documents.** For example: ID and proof of address, guarantees/warranties, planning permissions and building regulation approvals, completion certificates, and FENSA/installation certificates (where relevant).
- **Be clear about what's included in the sale.** Decide what you are leaving (e.g., appliances, light fittings, curtains) so the fittings and contents form can be completed accurately.
- **If leasehold, order the management information early.** Management packs can take time to obtain and are a common source of delay, and it is often quicker to apply for your management pack directly from the management company.
- **Respond quickly to questions.** Most delays occur while waiting for replies to enquiries or missing documents.

How long does a sale usually take?

A straightforward sale typically takes around 8–12 weeks from offer accepted to completion, but it depends on factors such as a property chain, mortgage finance, the buyer's survey, and how quickly information is provided. Many parts of the process happen in parallel, so early preparation can make a meaningful difference.

Common causes of delay (and how to reduce them)

- **Missing paperwork** (e.g., guarantees, completion certificates) — gather documents early and tell your solicitor about any missing items so alternatives can be discussed.
- **Leasehold information** — request the management pack as soon as possible and check whether landlord/freeholder consent is needed.
- **Title issues** (for example, boundary queries, rights of way, restrictions) — flag anything unusual at the start so it can be addressed before exchange.
- **Downward chains** — keep in touch with the estate agent and your solicitor to understand dependencies and realistic dates.
- **Last-minute changes** — avoid booking removals until exchange and keep communication clear if dates need to change.

This guide is for general information only and is not legal advice. The precise steps and documents required can vary depending on the property and your circumstances.

A GUIDE TO BUYING YOUR PROPERTY

This guide explains the usual process involved in buying a residential property in England and Wales, from having an offer accepted through to completion (when you get the keys). Some steps can run at the same time, and timescales vary depending on whether there is a chain, mortgage finance, survey issues, or leasehold requirements.

Step-by-step: the conveyancing process when you buy

1. **Make an offer and agree the basics.** Once your offer is accepted, the estate agent issues a memorandum of sale with the agreed price and the parties' solicitors' details. Until exchange, either side can usually withdraw.
2. **Instruct a conveyancer/solicitor and submit ID/ funding information.** Your solicitor opens the file, carries out ID and source-of-funds checks, and asks how you want to own the property (e.g., sole owner or joint owners).
3. **Apply for your mortgage (if needed) and book your survey.** Your lender will arrange a valuation before issuing a mortgage offer. A survey (such as a HomeBuyer Report or Building Survey) is separate from the lender's valuation and can highlight issues that may affect your decision or negotiations.
4. **Receive and review the draft contract pack.** The seller's solicitor sends your solicitor the draft contract, title documents and property forms. Your solicitor checks the title, boundaries, rights affecting the property, and any restrictions or covenants.
5. **Searches and enquiries.** Your solicitor orders searches (typically local authority, water & drainage and environmental and chancel indemnity) and raises enquiries about anything unclear in the paperwork, the searches or the survey. You may be asked to confirm what you are happy to accept and what you want clarified.
6. **Report on title and signing.** When the key information is back, any issues are resolved and your solicitor is satisfied with replies to all enquiries, they will report to you with all relevant information to your proposed purchase. You sign the contract, confirm the completion date you want (if possible), and arrange buildings insurance from exchange.
7. **Exchange contracts.** You transfer the deposit (usually 10%, but it can vary by agreement with the seller). On exchange, the transaction becomes legally binding and the completion date is fixed. Final checks are conducted and a completion statement is sent to you for settlement of any outstanding balance prior to completion.
8. **Completion day.** Your solicitor sends the purchase funds to the seller's solicitor. Once received, keys are released (often via the estate agent) and you can move in.

9. **After completion.** Your solicitor submits the Stamp Duty Land Tax return (if applicable) and pays any Stamp Duty due, then applies to register you as owner at HM Land Registry and registers your lender's mortgage where relevant.

What you can do to help the purchase run smoothly

- **Choose your solicitor early** and return paperwork promptly (ID, proof of address, and funding information).
- **Have your deposit accessible** and be ready to explain where it comes from (especially where funds are gifted or coming from overseas).
- **Apply for your mortgage quickly** and respond to lender requests without delay.
- **Book your survey early** so results do not hold up exchange.
- **Read your solicitor's report** and ask questions—particularly on lease terms, service charge, ground rent, restrictions, or planned works (if leasehold).
- **Avoid booking removals until exchange** (dates can change before then).
- **Duty to Disclose** – whilst the seller is responsible for providing accurate and truthful information relating to the property, you have a duty to inspect the property fully and raise any concerns with your solicitors prior to exchange of contracts.

How long does a purchase usually take?

A straightforward purchase often takes around 8–12 weeks from offer accepted to completion. It can take longer where there is a chain, where the property is leasehold, if searches take time, or if the survey or title review raises issues that need resolving.

Common causes of delay (and how to reduce them)

- **Waiting for the mortgage offer** — submit your application early and provide documents promptly.
- **Search turnaround times** — some local authorities take longer than others; your solicitor will order searches as soon as they can.
- **Survey issues** — book the survey early and discuss any findings quickly (you may renegotiate or request repairs).
- **Leasehold information** — management information packs and planned works details can take time; ask early for service charge accounts, buildings insurance, and major works information.
- **Chains** — dates depend on multiple buyers and sellers; keep communication open with the estate agent and your solicitor.

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