



# PROPERTY DEPARTMENT FEES

## Sale of a leasehold residential property

### A Guide for Clients

Our fees cover all of the work\* required to complete the sale of your property, including 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 is in Wales.

#### **Conveyancer's fees and disbursements:**

- Legal fee £2,000 - £4,000 plus vat at 20%
- Fee for acting on behalf of the mortgage lender £200 plus vat
- Search fees £400 - £500
- HM Land Registry fee £40 - £910
- Office Copies - £4.20 each
- Electronic money transfer fee - £50 plus vat (per telegraphic transfer)
- Stamp Duty Land Transaction fee – £100 plus vat at 20%

#### **Disbursements:**

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of disbursements on your behalf to ensure a smoother process. There are certain disbursements which will be set out in the individual lease and the landlord/managing agent's replies to the Leasehold Property Enquiries

questionnaire (LPE1 form) or alternately a leasehold management pack issued by the landlord or managing agent relating to the Property.

The disbursements which we anticipate will apply are set out separately below. The list is not exhaustive and other disbursements may apply depending on the term of the lease or the replies to the LPE1 or management pack.

### **Anticipated Disbursements (\*):**

- Notice of Transfer fee – This fee if chargeable is set out in the lease (but often the fee that applies is that set out in the landlord's management pack which takes precedence over the figure given in the lease. Often the fee is between £50 - £300 plus vat; at 20%
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £100 - £400 plus vat;
- Certificate of Compliance fee – To be confirmed upon receipt of the lease, as can range between £50 - £300 plus vat. at 20%
- If selling a leasehold property, your landlord / managing agent may seek a fee for supplying a management pack.

(\*)These fees vary from property to property and can on occasion be significantly more than the ranges given above and each landlord/managing agent set their own fees. We can give you an accurate figure once we have sight of your specific documents.

### **Stamp Duty Land Tax:**

This depends on the sale price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website.

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice;
- check finances are in place to fund purchase and contact lender's solicitors;
- 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

### **How long will my house purchase 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 7-10 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if you are a first-time buyer, purchasing a new build property with a mortgage in principle, it could take 4-6 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 2 and 4 months. In such a situation additional charges would apply.

### **\*Our fees assume 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

- a. 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;
- b. this is the assignment of an existing lease and is not the grant of a new lease;

- c. the transfer is concluded in a timely manner and no unforeseen complication arise;
- d. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation;
- e. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

## Contact

Should you require any further information or guidance on our fees, please contact our Property Department on 020 7625 6003.

